

**Freedom of Information Act / Environmental Information Regulations Request**

Reference: ECC17637526 11 24
Response: 26 November 2024

I can confirm that Essex County Council does hold this information, and where we are able to release this, our response is listed below.

**Question 1****. Can you please advise of the council's policy with respect to requesting personal information.**

**Should the person requesting the information be showing, or have available, their own ID information?**

**My understanding is that current advice is that we should not share personal data with anybody who is unknown or are not identified because of the potential security risks.**

If you are requesting access to your own personal data or personal data about someone else on their behalf, you can find out online what ID is required for each type of request. The information can be found at: [Requesting information about you, or someone you care for: Overview | Essex County Council](https://www.essex.gov.uk/about-council/requesting-information-about-you-or-someone-you-care). Requests can be submitted online, including any required ID.

Similarly, if you wish to exercise any other data subject right for example the right to rectification or erasure, you would be asked for ID to ensure the correct records are considered.

ID is requested to ensure that when we provide any requested personal data we are only providing to those who are authorised to receive it. This protects the confidentiality and privacy of our staff and customers and is a requirement of the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents) and the [UK GDPR](https://www.legislation.gov.uk/eur/2016/679/contents).

**Your Right to Know**

Democracy and Transparency

Essex County Council

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