[CASE REF /1114] Fw: FW: Subject: 7 Core Official Complaint Documents Submitted

From: sar.enfieldcouncil@infreemation.co.uk (sar.enfieldcouncil@infreemation.co.uk)

To: re_wired@ymail.com

Date: Thursday, 8 October 2026 at 10:53 BST

Dear Mr Simon Cordell

CASE REF /1114

Thank you for contacting us with your subject access request. We acknowledge receipt of your request dated 05/10/2026, in which you have asked for access to personal data that we hold about you.

Under the Data Protection Act 2018, we are legally required to verify the identity of the data subject / requestor before we compile any records. To proceed with your request, we require that you provide us with the following evidence of identity: -

Photo ID
• Current passport
• Current driving licence
• Birth certificate; or
• Adoption Certificate

Proof of address
And one of the following documents as proof of address

• Gas, electric or water bill from the preceding 6 months
• Fixed line telephone bill from the preceding 6 months
• Council tax statement from the current year; or
• Bank or building society statement from the preceding 6 months

Requesting a child's information

- Copy of child/children's Birth Certificate/s (as evidence of child/children's identity and your parental responsibility)
- A letter of consent, signed in handwriting, from any child from13years (who has the capacity to provide consent) is required to confirm that they are happy for you to request access to the information we hold about them.

Upon receipt and successful review of the requested documents, we will process your request and provide a response within one month, in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
Please be aware that we may not be able to process your request until the necessary information has been provided. We will keep your request on hold for 5 days.

If you have any questions or would like to discuss your request further, please do not hesitate to contact us by reply.

Kind regards,

Jacob Fried
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Chief Executive's Department
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