

Identity Verification Form



Name:

Company Name:

Information submitted

Group A	
Signed valid full passport of any nationality	<input type="checkbox"/>
Driving licence photocard issued by the DVLA in Great Britain or Northern Ireland	<input type="checkbox"/>
Valid EU photo ID card	<input type="checkbox"/>
UK original birth certificate issued within 12 months of birth	<input type="checkbox"/>
Valid UK firearms licence with photo	<input type="checkbox"/>
Group B	
P45 statement of income for tax purposes on leaving a job issued in the last 12 months.	<input type="checkbox"/>
P60 annual statement of income for tax purposes issued in the last 12 months.	<input type="checkbox"/>
Bank or building society statement issued to your current address, less than three months old.	<input type="checkbox"/>
Mortgage statement issued in the last 12 months.	<input type="checkbox"/>

Utility bill (gas, electric, telephone, water, satellite, cable) issued to your current address within the last three months.	<input type="checkbox"/>
Pension, endowment or ISA statement issued in last 12 months.	<input type="checkbox"/>
British work permit or visa issued in last 12 months.	<input type="checkbox"/>
Letter from H.M. Revenue & Customs, Department of Work and Pensions or local authority, issued within the last three months.	<input type="checkbox"/>
A credit card statement sent to your current address within the last three months.	<input type="checkbox"/>
A Council Tax bill/statement issued in the last 3 months.	<input type="checkbox"/>
Child benefit book issued in last 12 months.	<input type="checkbox"/>

PRIVACY NOTICE

Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

There's something I don't understand

If you need help in understanding or completing this form, please contact the Infrastructure Adoptions team on telephone number 0300 1234 222 or by emailing highways-estates@cornwall.gov.uk

How we will use the information about you

The information you provide on this form will be used to verify your identity in line with legislation relating to the prevention of money laundering and terrorist financing.

Who else will we share your information with?

We will use this information in conjunction with verifying your identity when making a payment to the Council following the serving of an Advance Payments Code notice or where an application has been made to enter into a Section 38 or Section 278 Agreement with the Council. This information may be shared with other departments within Cornwall Council as required. The information may also

be shared for the prevention or detection of crime or as otherwise required by law.

How will we look after your data

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of (the UK/the EEA). Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

How long will you keep this information for?

We will only keep your information for as long as it is required in accordance with retention periods set in law relevant to the processing we are undertaking. This will be a minimum of 5 years from when any business relationship with you comes to an end. Once your information is no longer required, it will be destroyed securely and confidentially.

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Simon Mansell
Data Protection Officer
Assurance
Cornwall Council
County Hall
Truro
TR1 3AY
Tel: 01872 326424
Email: dpo@cornwall.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your

request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

Why do you need my information?

Cornwall Council needs to get satisfactory evidence of the identity of our customers and sometimes individuals they are linked to. In part this is something we are required to do in order to comply with legislation relating to the prevention of money laundering and terrorist financing.