

From: Kailey Plahar [Kailey.Plahar@enfield.gov.uk]
Sent: 15 January 2019 10:04
To: Lorraine Cordell
Subject: RE: Your request for information (Our ref: CRM SAR 1085)
Dear Ms Cordell

I have noted an error in my email below. We already identification for your son, so we just require clarification of the request and your son's express permission to share his personal data with you. I apologise for any inconvenience.

Kind regards

Kailey Plahar
Statutory Complaints and Access to Information Officer
Complaints and Access to Information Team
Chief Executive
Enfield Council
Civic Centre
Silver Street, Enfield
EN1 3XA

From: Kailey Plahar
Sent: 15 January 2019 10:02
To: 'Lorraine Cordell' <lorraine32@blueyonder.co.uk>
Subject: Your request for information (Our ref: CRM SAR 1085)

Dear Ms Cordell

Thank you for your email.

To clarify, the process for dealing with subject access requests is independent of any other interactions you have had with any other Council service. We will need express permission from your son that he is happy for us to share his personal data from you. Once this is provided, we will also require two forms of identification from your son to confirm his own identity.

As per my email below, we are still unclear of what information you/your son requires. Please could you clarify what information is required and in which departments it is likely to be held.

When we receive your reply, we shall provide you with a further update.

Should you have any queries in the meantime

Kind regards

Kailey Plahar
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