

**From:** Kailey Plahar [Kailey.Plahar@enfield.gov.uk]  
**Sent:** 04 December 2018 12:55  
**To:** lorraine32@blueyonder.co.uk  
**Subject:** Your request for information (Our ref: CRM SAR 1085)

**Attachments:** ESA-Confirmed-Letter-08-03-2018.pdf; Simon-Licence-Front-Back.pdf;  
CitizenCard.pdf  
Dear Ms Cordell

We note that you have raised a request for information which relates to another person. In line with the Data Protection Act 2018, we are unable to correspond with you on these matters. Where a request for information is made on behalf of somebody else, we need to confirm that they are happy for you to access their personal information. Should Simon Cordell want you to act on their behalf and access their personal information, he will need to provide us with their signed written agreement to the complaint issues raised and for you to proceed with these on their behalf.

We note that your request is for 'all data that is held about me on Enfield Council systems all departments'. As your request does not provide us with much detail, we need you to clarify the specific information you are looking for.

In order for us to retrieve relevant records, we would need to know where your personal information could be located and it would greatly help our search if you are able to give us more details regarding:

- Clarifying the type of information that you think the Council may hold about Mr Cordell
- Clarifying the likely dates or time period when you think the information may have been created
- Clarifying if you only want information relating to a particular issue or specific time period

We have registered your request under case number CRM SAR 1085 and you may quote this when you get back in touch with us.

We look forward to your response. Once we receive the clarification from you, we will contact you with a further update.

Yours sincerely,

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

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**From:** Lorraine Cordell <[lorraine32@blueyonder.co.uk](mailto:lorraine32@blueyonder.co.uk)>  
**Sent:** 25 November 2018 12:07  
**To:** Enfield Data Protection Officer (Corporate) <[enfield.data.protection.officer@enfield.gov.uk](mailto:enfield.data.protection.officer@enfield.gov.uk)>  
**Subject:** RE: Subject access Request Simon Cordell

To Whom It May Concern:

Please see attached 4 documents regarding the request for all data that is held about me on Enfield Council systems all departments.

If you need a fee or any other information please reply to this Email as soon as possible.

Regards



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