

**From:** Lorraine Cordell <lorraine32@blueyonder.co.uk>  
**Sent:** 21 January 2019 13:54  
**To:** 'Kailey Plahar'  
**Subject:** RE: Your request for information (Our ref: CRM SAR 1085)  
**Attachments:** Simon\_Cordell\_authority\_Letter\_21-01-2019.pdf

Dear Kailey Plahar

Please see attached document of authority for ref: CRM SAR 1085 regarding request for data for Mr Simon Cordell.

Regards

Lorraine Cordell

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**From:** Kailey Plahar [mailto: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

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**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  
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:** 08 January 2019 13:55  
**To:** Kailey Plahar <[Kailey.Plahar@enfield.gov.uk](mailto:Kailey.Plahar@enfield.gov.uk)>  
**Subject:** RE: Your request for information (Our ref: CRM SAR 1085)

Dear Kailey Plahar

I am writing regarding the below email case number CRM SAR 1085, I am sorry about the time that it has taken me to reply but I have been very busy. You state you do not have a authority Letter on your systems for me to act on behalf of my son Simon Cordell, But there is in place letters of authority across Enfield Council for me to dealt with everything for my son. So I can not understand why you can not find them as many have been sent over can you please look into this and see why you feel I do not already have authority as it has never been removed.

Regards

Lorraine Cordell

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

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 his 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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Mr Simon Cordell  
109 Burncroft Ave  
Enfield  
Middlesex  
EN3 7JQ  
21/01/2019

) **Subject Access Requests for my data authority Letter: 21/01/2019**

To whom it may concern:

I am writing this letter to confirm I do give my mother Miss Lorraine Cordell my authority to obtain my data under the SAR that was submitted to Enfield Council on the 25 November 2018.

I agree and give authority that my mother Miss Lorraine Cordell may receive replies to any emails that is written from her email address [lorraine32@blueyonder.co.uk](mailto:lorraine32@blueyonder.co.uk) to Enfield Council regarding the SAR on my behalf.

My mother Miss Lorraine Cordell can also speak to anyone that is needed at Enfield Council to deal with the SAR request that has been submitted on my behalf.

And I allow Enfield Council to send any data gathered to my mother Miss Lorraine Cordell regarding the SAR.

Full details of my mother Miss Lorraine Cordell are below.

[lorraine32@blueyonder.co.uk](mailto:lorraine32@blueyonder.co.uk)

23 Byron Terrace  
Edmonton  
London  
N9 7DG

07807 333545

Regards



Simon Cordell