

**From:** Dionne Grant <Dionne.Grant@enfield.gov.uk>  
**Sent:** 13 January 2017 18:48  
**To:** Lorraine Cordell  
**Subject:** RE: SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Classification: OFFICIAL - PRIVATE AND CONFIDENTIAL CORRESPONDENCE

Thank you for your further email Ms Cordell.

We cannot progress a subject access request without first verifying the identity of a requestor so the response timescale does not start until we receive all necessary documentation which includes proof of ID.

I understand that you would urgently like to receive the information and we will provide this to you as soon as possible. When Concetta returns, I will be requesting a specific update on your case to check progress on matters and get a better understanding of the timescale for your response so please be assured this will be looked into further and we will come back to you shortly.

Kind regards

Dionne Grant  
Statutory Complaints Manager - Gateway Services  
Finance, Resources and Customer Services  
Enfield Council  
Thomas Hardy House  
39 London Road  
EN2 6DS

Tel: 0208 379 2806

Email: [Dionne.grant@enfield.gov.uk](mailto:Dionne.grant@enfield.gov.uk)

[www.enfield.gov.uk](http://www.enfield.gov.uk)

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\*THINK BEFORE YOU PRINT\*

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**From:** Lorraine Cordell [<mailto:lorraine32@blueyonder.co.uk>]  
**Sent:** 13 January 2017 14:00  
**To:** Dionne Grant  
**Subject:** RE: SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Dear Dionne Grant

Thank you for the reply, as this request was put in on the 24/11/2016 you are 10 days overdue and I do need this data as soon as possible so if this can be done i would be most grateful.

Regards

Lorraine Cordell

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**From:** Dionne Grant [<mailto:Dionne.Grant@enfield.gov.uk>]  
**Sent:** 13 January 2017 13:55  
**To:** Lorraine Cordell  
**Subject:** RE: SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Classification: OFFICIAL - PRIVATE AND CONFIDENTIAL CORRESPONDENCE

Dear Ms Cordell

Many thanks for your email below. I am sorry to hear you did not receive a reply back to your email of 22<sup>nd</sup> December.

I confirm that the documents you have provided are satisfactory and your subject access request should be progressed. Concetta will be back in the office on Monday so I will ensure to follow up matters with her then and will also ask her to make contact with you directly.

Kind regards

Dionne Grant  
Statutory Complaints Manager - Gateway Services  
Finance, Resources and Customer Services  
Enfield Council  
Thomas Hardy House  
39 London Road  
EN2 6DS

Tel: 0208 379 2806

Email: [Dionne.grant@enfield.gov.uk](mailto:Dionne.grant@enfield.gov.uk)

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**From:** Lorraine Cordell [<mailto:lorraine32@blueyonder.co.uk>]  
**Sent:** 13 January 2017 12:02  
**To:** Dionne Grant  
**Subject:** FW: SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Dear Dionne Grant

Please see the below emails and the attached documents.

I do get an auto reply which says

Thank you for your email. I will be back in the office on Monday

My emails are not being monitored during my absence. I will respond as soon as possible following my return to work.

For any urgent matters which cannot wait until then, please contact [Dionne.grant@enfield.gov.uk](mailto:Dionne.grant@enfield.gov.uk).

I work Mondays, Tuesday mornings and Wednesday .

Could you please address this as i did not get a reply back from my email i sent on 22/12/2016 as of yet also

Regards

Lorraine Cordell

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**From:** Lorraine Cordell [<mailto:lorraine32@blueyonder.co.uk>]  
**Sent:** 13 January 2017 11:54  
**To:** 'Concetta Nobile'  
**Subject:** RE: SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Dear Concetta Nobile

As I have not heard back from you regarding the below email can you please see attached documents and confirm they are ok please.

Regards

Lorraine Cordell

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**From:** Lorraine Cordell [<mailto:lorraine32@blueyonder.co.uk>]  
**Sent:** 22 December 2016 17:00  
**To:** 'Concetta Nobile'  
**Subject:** RE: SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Dear Concetta Nobile

Thank you, for the update and information you will need I have my driving licence but since 08 June 2015 the paper part is no longer needed so I do not have this so do not have both parts only the card.

I have bills to show my address dated within the last 3 months so that should not be a problem.

As for the information I have asked for it is all the information that is held by Enfield Council within all departments.

This would not be limited to just things that I have put in this would also include any data that the police have passed to Enfield Council about me. Any meetings that were held with police and any other body and Enfield Council about me. and any other government body that has passed information to Enfield Council about myself.

The minutes from the meeting that was held about me by Enfield council on the 15/12/2016 with regard to the formal complaints that was put in. I did request minutes were taken when I was told I could not attend.

Any phone calls made by myself or my mother on my behalf to Enfield Council

All that were put in for Enfield Council to address this would include all comments made on any such report such as i have removed all my piping for my heating system.

All my housing benefit and anything to do with my rent account and council Tax.

Any complaints that have been put in about me this would include any neighbours or police or any other body that Enfield Council has received about me, I do understand that some sections names would need to have redaction added for names and addresses but the date and body of the complaint should be kept. and if it a governing body such as the police names or IDs should not need redaction.

If Enfield Council has any data I want this subject access request to cover this data and if any data is going to be with held I would like to know this and the reason why it is being with held.

As for dates this request would go back as far as possible with any data Enfield Council holds within all departments being released.

If you could get back to me about the ID I would be grateful and get this emailed across to you so that this can be dealt with.

Regards

Simon Cordell

Lorraine Cordell

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**From:** Concetta Nobile [<mailto:Concetta.Nobile@enfield.gov.uk>]  
**Sent:** 21 December 2016 13:03  
**To:** [lorraine32@blueyonder.co.uk](mailto:lorraine32@blueyonder.co.uk)  
**Subject:** SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Classification: OFFICIAL - PRIVATE AND CONFIDENTIAL CORRESPONDENCE

Dear Mr Cordell,

Thank you for your request dated. As it relates to personal information, we are treating it as a Subject Access Request under the Data Protection Act 1998.

We have registered the request under reference number SAR 251 and you may quote this should you need to get back in touch with us.

Unfortunately we are unable to answer your request based on the details you have provided. To assist us in proceeding with your request, please could you provide us with further information to clarify the context in which information about you may have been processed and about the likely dates when processing occurred.

Under the Act, we are legally required to verify the identity of the data subject / requestor before we compile the data you have requested. In order to proceed with your request, please would you send us the following two forms of evidence of identity for the requestor:

- One photographic – such as a passport or driving licence (both parts)
- One address based – showing proof of name and current address (dated within the past 3 months), such as a utility bill or bank statement

Do let us know if you need information about alternative forms of documentation which are acceptable as confirmation of identity.

Yours sincerely,

Concetta Nobile

Complaints and Access to Information - Gateway Services  
Finance, Resources and Customer Services  
Enfield Council  
Thomas Hardy House  
39 London Road  
EN2 6DS

0208 379 3035

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