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**Request For Access to Personal Data
Children, Young People and Families– Children and Families Division**

Data Protection Act 1998

Under section 7 of the Data Protection Act 1998 you are entitled to be told IF any personal data are held about you AND, if so:

- to be given a description of the data;
- to be told for what purposes the data are processed
- to be told the recipients or the classes of recipients to whom the data may have been disclosed.
- to be given a copy of the information with any unintelligible terms explained;
- to be given any information available to the data controller about the source of the data

We will also need to have from you, sufficient information (a photocopy of a passport or driving license and a utility bill or similar to confirm address) to satisfy ourselves that you are who you say you are and not somebody attempting impersonation. If you are making the subject access request on behalf of a child we will require evidence of parental responsibility (e.g. birth certificate). **You will need to bring the original copies of the information when you collect the information.**

When we are satisfied that you are entitled to the information requested and that you have given us enough information to identify and locate the information required, the Act requires us to provide the information within 40 calendar days. In some circumstances you may not be able to access the information and we will inform you if this is the case.



Please fill in this form in block capitals

1. Details of the person requesting the information

Are you applying for

	Yes	No
Your own personal information?	<input type="checkbox"/>	<input type="checkbox"/>
Your child's personal information?	<input type="checkbox"/>	<input type="checkbox"/>
On behalf of someone else? Please state your relationship to the other person	<input type="checkbox"/>	<input type="checkbox"/>
.....		

Name	
Address This is the address which will be used for correspondence.	
Tel If we need to contact you in relation to your request	

If you are not the individual who's file it is, if you are an agent (e.g. solicitor) or third party (e.g. parent) accessing the information please provide a letter signed by the person who is requesting access which allows you to access their information **or** proof that you act on their behalf. We reserve the right to contact the person whose file it is to seek their consent for you to act on their behalf and access their information. This can depend on the age and competency of the person whose file it is. Please note that there is not an automatic right of access to the personal data of third parties and your request may still be refused.



2. Personal details of the person(s) whose file is being requested

Person 1

Full Name	
Any other names by which the data subject may be known (e.g. changes through marriage)	
Current address	
Any previous addresses where the data subject may have lived whilst in contact with Staffordshire County Council	
Date of Birth	

Person 2

Full Name	
Any other names by which the data subject may be known (e.g. changes through marriage)	
Current address	
Any previous addresses where the data subject may have lived whilst in contact with Staffordshire County Council	
Date of Birth	



Person 3

Full Name	
Any other names by which the data subject may be known (e.g. changes through marriage)	
Current address	
Any previous addresses where the data subject may have lived whilst in contact with Staffordshire County Council	
Date of Birth	

If you wish to include any other individuals please provide the same details as above on a separate sheet.

3 Area of Staffordshire County Council data is held by

In order to help us identify/locate the information that you are seeking as quickly as possible, and avoiding the need to have to come back to you to seek more information, please provide us with as much information as you can on the request form or on a separate sheet of paper if necessary.

The offices, establishments or departments you had contact with and wish to request records from. For example education, social services, Youth Offending Service.	
Any names of staff you may have current or previous contact with (e.g. social worker)	
Any reference number (s) you may have been given	
The date you were in contact with Staffordshire County Council (if you are currently receiving services please state)	
Any other information about where the information may be held	



4. Information requested

In order to help us identify and locate the information that you are seeking as quickly as possible, **please provide us with as much information as possible regarding the nature of your request and the information you require.** Please include this information below or on a separate sheet of paper if necessary.

If information is located, this can be released in either paper form or on a CD-rom, it would be helpful if you could indicate your preference below.

If information is located I would wish to receive the information in

Paper format

CD-rom Format



5. Information Access

We will contact you further if the following apply:

- If we do not hold the personal data requested.
- Where we require further information to process your request.
- Where the personal data is held but an exemption to supplying the information is to be considered.

Once the information has identified and located we will contact you to arrange collection.

Signed by data subject

Signed by agent/third party (if used).....

Date

The information provided on this form will be used by Staffordshire County Council solely for processing your Subject Access Request.

If you need a copy of this information in large print, Braille, another language or on cassette, please ask us:

Please return this form, together with identity documents and third party agreement (if applicable), to:

**Children's Information Officer,
Service Development Team,
Children & Families Division,
Wedgwood Building,
Tipping Street,
Stafford,
ST16 2DH**



Before returning your application for personal data please check the following required documents. Failure to provide the information requested may lead to a delay in processing your application.

All applications for personal data must include:

- Completed Form

What else must you provide?

Please note **copies** are required at this stage. You will be asked to bring the original documents when you collect the information. Please do not send original documents through the post.

A. If you are requesting YOUR OWN personal data, please include both the following

- Form of personal identity (e.g. passport, driving license (preferable a photographic license), birth certificate)
- Form of address identity (e.g. utility bill)

B. If you are a PARENT requesting personal data relating to a child under 16, please include all the following

- Proof of Parental Responsibility (e.g. full birth certificate of child)
- Form of your personal identity (e.g. passport, driving license, birth certificate)
- Form of your address identity (e.g. utility bill)

C. If you are a SOLICITOR requesting personal data of an adult or child, please include the following

- Written confirmation of instruction from the data subject (or parent for a child under 16)

D. If you are requesting personal data of a THIRD PARTY (including parents of children over 16), please include all the following

- Evidence that you can act on behalf of the data subject
Please state document(s) enclosed:
-
-

- Form of your personal identity (e.g. passport, driving license, birth certificate)
- Form of your address identity (e.g. utility bill)

Please note that there is not an automatic right of access to the personal data of third parties and your request may still be refused.

