



Subject Access Request

Please complete this form if you are requesting your own social care information from when you were a child or if you are requesting children's social care information on behalf of someone else such as your child or legal client.

If you have any questions in relation to making a Subject Access Request or if you require any help completing this form then please contact the Access to Personal Information Team by calling 01785 278090 or email informationrequests@staffordshire.gov.uk

If you require a copy of this form in large print, Braille, another language or in another format then please let us know.



1 I am applying for

My own information → Go to section **3**

My child's information] → Go to section **2**

Information on behalf of someone else

2 Applying for someone else's information

If you are applying for someone else's information then provide us with your details below:

Title: First Name(s):

Surname:

Address:

Tel Number: Email:

Your relationship to the data subject:

If you are requesting another person's information (including a child's) then please note that there is not an automatic right of access and your request may be refused. We reserve the right to contact the person whose information you are requesting 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.



Please now complete section **3**

3 The Data Subject(s) – Whose information is being requested

Subject 1

Title: _____ First Name(s): _____

Surname: _____

Previous name(s): _____

Address: _____

Tel Number: _____ Email: _____

Date of Birth: / /

Subject 2

Title: _____ First Name(s): _____

Surname: _____

Previous name(s): _____

Address: _____

Tel Number: _____ Email: _____

Date of Birth: / /

Subject 3

Title: _____ First Name(s): _____

Surname: _____

Previous name(s): _____

Address: _____

Tel Number: _____ Email: _____

Date of Birth: / /

Subject 4

Title: _____ First Name(s): _____

Surname: _____

Previous name(s): _____

Address: _____

Tel Number: _____ Email: _____

Date of Birth: / /

If you wish to include more individuals then please provide the same details on a separate sheet.

Please now complete sections **4** & **5**

4 Involvement with Staffordshire County Council

Please provide us with details about when you or the data subject(s) were in contact with Staffordshire County Council. Please include the dates you were in contact, the department(s) you were in contact with as well as the names of any staff members or reference numbers you may have been given:

5 The information you are requesting

Please describe what information you are requesting below. Please be as specific as possible as this will help speed up your request. For instance, you may request information between specific dates, or specific documents. Please note that if you are requesting all information held then this may take longer for us to provide depending on how much information we hold.

Please now complete section **6**

6 Declaration

The information I have supplied in this application is correct to the best of my knowledge. I am the person to whom this request relates or I am representative acting on their behalf. I understand that it is a criminal offense to knowingly obtain, disclose or procure the disclosure of information that I have no legal right to.

Signed by the data subject:

Signed by agent/third party (if applicable):

Date: D D / M M / Y Y Y Y

The information provided on this form will be processed by Staffordshire County Council in accordance with the General Data Protection Regulation (GDPR). The data you provide will be used by the County Council solely to process your Subject Access Request. For further information on our privacy policy and how we use your data, please visit our website: www.staffordshire.gov.uk



Please now complete section **7**

7 Proof of Identification

Under the Data Protection Act 2018 we require evidence of your identity, and if you are requesting information on behalf of someone else, we also require evidence that you have the right, or are authorised to do so. Please provide copies (not originals) of documents listed below:



Please provide one item from List **A** and one from list **B**:

LIST A	LIST B
<input type="checkbox"/> Passport	<input type="checkbox"/> Utility bill
<input type="checkbox"/> Photocard Driving Licence	<input type="checkbox"/> Bank or building society statement
<input type="checkbox"/> Foreign National Identity Card	<input type="checkbox"/> Council tax bill/statement
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Mortgage statement
<input type="checkbox"/> Biometric residence permit	<input type="checkbox"/> Credit card statement
<input type="checkbox"/> Marriage/civil partnership certificate	<input type="checkbox"/> P45 or P60 statement
<input type="checkbox"/> Adoption certificate	<input type="checkbox"/> Benefit/pension statement

If you are a parent requesting information relating to your child(ren) (under the age of 12) then in addition to lists A & B, please include proof of parental responsibility by providing one item from List C:

LIST C
<input type="checkbox"/> Child's full birth/adoption certificate naming you as the mother/father
<input type="checkbox"/> Parental responsibility agreement between birth parents
<input type="checkbox"/> Court order granting you parental responsibility

If you are a solicitor requesting information on behalf of your client then please provide proof that you have authority to act on their behalf:

<input type="checkbox"/> Written confirmation of instruction from the data subject (or parent for a child under 12)

If you are requesting information on behalf of someone else, then please provide us with copies of their identification documents (one from list **A** and one from list **B** above) as well as written confirmation that they give you the authority to act on their behalf.

<input type="checkbox"/> Data subject's identification (List A and B) and written confirmation of authority to act on their behalf.
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Please go to section **8**

Please send this form along with the relevant identification documents stated in section 7 to the following email address: informationrequests@staffordshire.gov.uk

Or you can post this form and copies of the relevant identification documents to the following address:

Access to Personal Information Team
Staffordshire County Council
Staffordshire Place 1
Tipping Street
Stafford
ST16 2DH

Once we have received your request we will use the information provided by you to search our files and systems for the information requested. This will normally take up to one calendar month however, this can be extended by 2 months if your request is complex. We will let you know if this extension is to be applied to your request.

We will also contact you if any of the following apply:

- We require further information from you in order to process your request
- We do not hold the information you have requested
- The information you have requested is held but an exemption to supplying it is to be considered

If none of the above apply to your request, then we will contact you once the information is ready to be released. For security we normally release information by email. You will receive a link to our secure file transfer website where you will be able to download the records to any computer or mobile device with internet connectivity.