



## THE CHILDREN'S CENTRE SUBJECT ACCESS REQUEST

### Section 01 – 'Data Subject' or 'Applicants' Details (mandatory)

**(If you are requesting information on behalf of another i.e. you are their representative fill in Section 01 with their details, if it is children's records fill in Section 06)**

<p>This request is for 'personal data' held by the The Children's Centre.</p> <p>Please complete this form when making your request as it is designed to capture all the information required.</p> <p>Please read all the Subject Access Request Guidance Notes at the back of this form.</p> <p><b>Please complete this form in capital letters using black ink.</b></p>	
Title (please tick one)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____
Family Name/Surname	
First Name(s)	
Current Address	
Preferred contact details for queries	
Date of birth	<i>Please provide proof of identity – see Guidance Notes Section A</i>
<b>If you are requesting your child(s) records complete Section 06</b>	Do you have Parental Responsibility?      Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 02 - Details of information required (mandatory)**

Please note that The Children’s Centre does not hold personal information indefinitely. It may be that some information has been destroyed in line with our Records Retention Policies.

Please give as much information as you can to help us identify the records you are particularly interested in, including details of any specific information you would like to know. Please be aware that this will be the only information which you will be sent under this request.

**Please note:** We do not release information provided by third parties without their permission.

Please be aware that this will be the **only** information which you will be sent under this request.

Please provide as much information as possible:

**Section 03 –Representative’s Details (if relevant)**

Representative’s name and company if applicable	
Representative’s reference	
Representatives Address	
Representatives daytime telephone No	
Representatives email address	

**Section 04 – Declaration (mandatory)**

To be signed by the person named in **Section 01** or the person with parental responsibility for that person(s) named in **Section 06**.

<input type="checkbox"/>	I am the person named in <b>Section 01</b> . The information supplied in this request is correct.
<input type="checkbox"/>	I am the person named in <b>Section 02</b> . The information in this request is correct. I request that my 'data' be disclosed to the representative named in <b>Section 03</b> .
<input type="checkbox"/>	I have parental responsibility for the person(s) named in <b>Section 06</b> (See Guidance Note H)

**Section 05 – Previous Subject Access Requests (if relevant)**

**Please note** – this section only applies if we have provided a previous subject access request (SAR) disclosure for the person named in **Section 1**. SARs made within 6 months of each other may be declined if information held has not been updated.

Date of previous SAR: _____ Name of previous SAR: _____
Records Requested:

### Section 06 – Children(s) Records

**Please note:** Personal information about a child will only be disclosed to parents, foster carers and agents if staff are satisfied that the child’s informed consent has been freely given, or it is in their best interest. Information will only be disclosed to those parents/agents who have signed the form. Therefore, both parents should sign the form if this is a joint application.

We will seek the consent of children and young people where they are of an age and understanding to give informed consent freely to release the documents (their data) to you, even if you have parental responsibility for them. If they are deemed competent to make this decision, we will honour it. Should they refuse to consent, we may not disclose the information to you.

Full Name:		Date of birth	
Address:			
Full Name:		Date of birth	
Address:			
Full Name:		Date of birth	
Address:			

Continue on a separate sheet if required. Tick to indicate a separate sheet is included

**Please read the following Subject Access Request Guidance Notes carefully and complete the checklist at the end.**

## Subject Access Request Guidance Notes

Subject to certain exemptions, you have a right to be told whether we hold any personal information about you and a right to have a copy of that information. Any third party information held within your records will be removed from any copies given to you. You are not entitled to be given information about someone else, unless that person agrees and gives their written consent. If you wish to discuss any aspect of your request; please telephone The Children’s Centre Data Controller on 810000.

A Subject Access Request cannot be processed without the data subject’s (person whose details are being requested) signature (consent).

Agents (for example: Advocates) may request information on behalf of a data subject. The Children’s Centre retains the right in certain circumstances to establish informed consent with an individual if an Agent is acting on their behalf prior to disclosure.

A copy of any information supplied must be collected by you, signed and dated as received.

### A. Section 01 - Proof of Identity

We need to be satisfied that you are who you say you are. Consequently, two forms of evidence of identity will be required to process your application; one photographic proof of identity (such as your passport or driving licence) and one proof of your address (from recent utility bills or bank statements).

To help establish your identity, you must submit a copy of one document from each of the following categories with your application:

Confirmation of identity:

- a) E.g. Full driving licence, passport, IOM Government 18+ card etc.
- b) Confirmation of address:  
E.g. Full driving licence (“old-style” licence)\*, recent utility bill, bank or credit card statement; or other equivalent/similar official document – it must show your name and address.

\*Your full (not provisional) driving licence will be sufficient for both categories provided it is an “old-style” two part licence that includes your home address.

I am providing the following types of identification:			
a)		b)	

## B. Timescale

The Children's Centre has 40 calendar days to process a Subject Access Request from when this completed form is received. Your application will be processed in accordance with Section 5, Data Protection Act.

## C. Section 01 - Who is a representative?

A representative is usually a legal company who has been employed by you to deal with your legal matters. In addition, anyone helping a friend or relative make a Subject Access Request because they are unable to take care of their own matters is also considered to be their representative. In all these instances, except if the applicant is a child, **Section 4** of the form **must be signed** by the person (**data subject**) whose information is being requested. We retain the right to confirm validity of the request by contacting the data subject direct.

## D. Section 02 -Records Requested

This section asks about the type of information required. If you are able to provide further details about the information you are requesting then please detail this.

## E. Section 05 - Previous Subject Access Requests (if relevant)

This information helps us to link any requests that may have been made previously about the same person.

## F. Section 06 - Children(s) Records

This section is to be used if you are requesting your child(s) records.

### **Please note:**

Personal information about a child will only be disclosed to parents, foster parents and agents if staff are satisfied that the child's informed consent has been freely given, or it is in his/her best interest. Information will only be disclosed to those parents/agents who have signed the form. Therefore, both parents should sign the form if this is a joint application.

We will seek the consent of children and young people where they are of an age and understanding to give informed consent freely to release the documents (their data) to you, even if you have parental responsibility for them. If they are deemed competent to make this decision, we will honour it. Should they refuse to consent, we will not disclose the information to you.

## G. Section 06 - What do I do if I want data that belongs to my spouse or my child/children?

For a spouse they should complete their own application form and enclose their own Form of Authority/ID.

Proof of parental responsibility, for example, a birth certificate may be requested in addition to the data subject's own identification. We may also ask for further documentation if necessary.

### Who can I contact if I have any questions?

Data Controller - Tel : 810000

Data Processor - Tel : 810000

### What happens next?

The Children's Centre will acknowledge your request in writing and start processing your records.

If you do not receive a written acknowledgement within **7 working days** of postage, contact the above.

If your request is valid but we are unable to identify you we will advise you of this and close your request. We will also return your request along with any enclosures and fee.

**Please note:** The period of **40 calendar days** in which we must respond to your request cannot commence until we are satisfied that proper documentation has been received. If insufficient identification is provided, your application may be delayed.

### Your Check list (please tick)

Is your contact information correct?	<input type="checkbox"/>	Have you signed the form?	<input type="checkbox"/>
Have you enclosed acceptable identification?	<input type="checkbox"/>	Have you completed all the sections?	<input type="checkbox"/>
Have you provided enough information to assist us in identifying and finding the personal data requested?			<input type="checkbox"/>

**Please address your completed application including any associated documentation and fee if applicable to:**

The Children's Centre  
Data Controller  
Wallberry Farm  
Old Castletown Road  
Douglas  
Isle of Man  
IM4 1AQ