

Application for Access to Personal Information

This form is for CHILDREN'S SOCIAL CARE only. It is not for adoption records.

If you want to apply for ADOPTION RECORDS please contact the Adoption Service on this number:

Adoption Service
Newcastle City Council
3rd Floor
Allendale Road
Byker
Newcastle upon Tyne
NE6 2SZ
Tel: 0191 2116777

For Children's Social Care Records please complete the form as fully as possible.

Your Rights

You have the right to ask for a copy of the information we hold about you. This form should help you to give us all of the details we need to provide you with the information you are looking for.

We will not be able to give you information which identifies other people unless they agree to it or we think it is reasonable to give you the information without their agreement.

Section 1 Asks you to give details about the person whose information is being requested. We have a duty to ensure that the information we hold is secure so we must be satisfied that you are who you say you are. You should complete this section if the request is about yourself. If the request is for someone else including a child, their details should be given in the appropriate sections below.

Section 2 Asks you to provide evidence of your identity and relationship if appropriate by producing official documents, one of which must be photographic evidence. (Between them they will show your name, date of birth and current address). Photocopies should be sent. **Do not send originals.**

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Section 3 Asks you to identify the specific information you are looking for.

Section 4 Must be signed by you, if the request is about yourself.

Section 5 Must be completed if you are acting on behalf of an adult (aged 18 or above) and signed by both yourself and the adult.

Section 6 Must be completed by you if you are acting on behalf of a child. If the child is aged 12 or above they will also need to sign this section.

When you have completed and checked this form, send it together with **copies** of the required identification to:

**Children's Records Team
Civic Centre
Newcastle upon Tyne
NE1 8QH
TEL: 0191 2774636**

Section 1: Details of the person whose information is being requested

Please use block letters.

Title (tick box if appropriate): Mr Mrs Ms Miss Master

Other title (e.g. Dr, Rev, etc): _____

Surname/family name: _____

First name(s): _____

Maiden/former names: _____

Gender (tick box): Male Female

Date of birth: _____

Address: _____

Postcode: _____

Previous addresses: _____

Home telephone number: _____

Mobile telephone number: _____

Email address: _____

Section 2: Proof of identity

If this application is for yourself:

Your application must be accompanied by **photocopies** of two official documents which between them show your name, date of birth and current address. One document must have your photograph on. If this is not possible please provide a note of explanation and another form of identity.

Acceptable documents include: passport, driving licence, medical card, birth certificate/adoption certificate, recent utility bill confirming current address dated within the last two months. **Do not send original documents.**

Now proceed and complete sections 3 and 4.

If you are making a request on behalf of another adult:

Please note you can only request information about another adult if you have their permission. If they are happy to do this they need to sign a declaration in section 5 of this form. In addition the application must be accompanied by **photocopies** of two official documents which between them show the other adult's name, date of birth and current

address (one document must have their photograph on. If this is not possible please provide a note of explanation and another form of identity).

Acceptable documents include: passport, driving licence, medical card, birth certificate/adoption certificate, recent utility bill confirming current address dated within the last two months. **Do not send original documents.**

Now proceed and complete sections 3 and 5.

If you are making a request on behalf of a child:

Please note you can only request information about a child if you have parental responsibility for that child. Children aged 12 or above are required to give their permission*. If they are happy to do this they must sign the declaration in section 6 of this form. In addition the application must be accompanied by photocopies of **three** official documents, one of which must prove your relationship to the child. (We will accept copies of a birth/adoption certificate or documentary evidence of an approved child benefit award). The other two documents should confirm your name, date of birth and current address (one document must have your photograph on – if this is not possible please provide a note of explanation and another form of identity).

Children’s information can be released to parents but only if it is considered to be in the child’s best interests to do so.

Acceptable documents include: passport, driving licence, medical card, birth certificate/adoption certificate, recent utility bill confirming current address dated within the last two months. **Do not send original documents.**

Now proceed and complete sections 3 and 6.

*Requests for children’s records aged 12 or above should be accompanied by the child’s consent. If this is not possible please enclose a letter explaining the circumstances and we will consider if we can accept your application.

Section 3: Information Requested

It will help us to deal with your request if you can give us as much detail as possible about the information you are looking for.

Describe what information you would like: _____

Parent’s names and dates of Birth:

Names and dates of birth of brothers and sisters:

Any other details that might help us to find your information:

Continue on a separate sheet if necessary. If you are looking for a specific piece of information please say what this is as we may be able to deal with request more quickly.

Section 4: Declaration

Please provide me with a copy of the personal data about me which you hold for the purposes I have indicated above. I confirm that I am the person listed in Section 1

Signed: _____ Date: _____

If you intend to use an advocate on your behalf please give us the following contact details:-

Advocate Name _____

Telephone number _____

Email address _____

Address _____

Postcode _____

Section 5: Declaration if you are applying on behalf of an Adult (18 or over)

I confirm that I am acting on behalf of the person identified in section one and have enclosed forms of identification for both them and myself, as listed in Section 2.

My details are as follows:-

Full Name _____

Address _____

Postcode _____

Telephone Number _____

Relationship to Adult _____

Signed: _____ Date: _____ You

must also prove that you have consent to request information about this person on their behalf by them completing the following:-

To be completed by the person whose information is being requested.

Declaration

I understand that the person named above has asked on my behalf for details of information held on me by Newcastle City Council and hereby authorise its disclosure.

Signed: _____ Date: _____

If for any reason this is not possible please enclose a letter explaining the circumstances and we will consider if we can accept your application.

Section 6: Declaration if you are applying on behalf of a Child

I confirm that I am acting on behalf of the child identified in section one and have enclosed identification and proof of relationship as listed in Section 2.

My details are as follows:-

Full Name _____

Address _____

Postcode _____

Telephone Number _____

Relationship to Child _____

Signed: _____ Date: _____

Information requests for young people aged 12 or above also require the consent of the young person by them completing the following:

To be completed by the young person (aged 12 or above) whose information is being requested

Declaration

I understand that my parent/carer has asked on my behalf for details of information held on me by Newcastle City Council	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I give consent for my parent/carer to have access to information held about me by Newcastle City Council.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that I can ask for this information directly without my Parent/carer's help. Please get in touch with me personally.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed: _____ Date: _____

If for any reason this is not possible please enclose a letter explaining the circumstances and we will consider if we can accept your application.

For Official Use Only:

Form received by: _____

Date received: _____

Verification/letter of authority attached: Yes No

Verification of ID/relationship: Yes No

Case Reference Number: _____

Date acknowledgement letter sent: _____

Date 40 calendar days expires: _____

Officer's name: _____

Date response completed and sent: _____