

Access to your Information – Form for Representatives

Requesting information on behalf of someone you represent

Everyone has a right under Article 15 of the General Data Protection Regulation (GDPR) to be told whether the Council holds any information about them and to receive a copy of that information, subject to exemptions. This type of request is known as a '**subject access request**'. There is no charge for this service.

Please complete this form if you wish to access the information held by Cambridgeshire County Council about someone you are acting on behalf of.

This form

This form asks you to provide your contact details, details of the information you are requesting and to enclose proofs of identity for you and the person you are representing. You will also be asked to demonstrate that you have consent or authority to make this request on behalf of someone.

How we will use your information

The information you give us will only be used to progress your request and for related administrative purposes. All your information is treated with respect and in accordance with the GDPR and Data Protection Act 2018.

We may undertake checks with schools, other agencies and other adults who have responsibility for the person whose information you are requesting to determine your right of access to this information.

Requests on behalf of children

A parent or guardian does not have an automatic right to information held about their child. The right belongs to the child and the parent acts on their behalf, providing the parent has parental responsibility. In England and Wales the age at which the child reaches sufficient maturity to exercise their own right to access their information is normally 12, but this may vary according to factors particular to that child. Once the child reaches sufficient maturity, the parent may only act with the child's consent. When deciding whether information about a child can be released, consideration is also given to the best interests of the child in releasing information to the requester.

Please return this form, enclosing all relevant information, to:

Information Governance Team
Strategy & Partnerships Directorate
Cambridgeshire County Council
Box No. SCO2306,
Scott House,
5 George Street,
Huntingdon,
PE29 3AD

T: 01223 699137

Access to your Information

PLEASE USE BLOCK CAPITALS

For help with completing this form, please call 01223 699 137

Section 1: About you (the requester)

Your full name :

Your email address (this is our preferred method of correspondence) :

Your current address :

Your contact number :

Section 2: The person you are asking about (the subject)

This person is the '**subject of the request**'.

Full name of the person whose records you want to see (if different from above):

Date of birth :

Any other names the subject of the request is/was known by (please provide photocopies of evidence of any name changes) :

If the subject of the request is currently in contact with the Council, please provide the name and contact details of the person they are in contact with.

To ensure we provide the right information, please state below exactly what information you would like us to locate for you.

If possible, please do not simply ask for “everything you hold on the person I am representing”. If you narrow your request to the specific information which you want, this helps us provide it to you more quickly.

If you would like a copy of a particular file/document, or information about a specific event or issue then please state this below. In addition, if the subject of the request **does not want** particular information, then please let us know.

Use an additional sheet if necessary.

Section 4: How you would like to receive the information

You have a choice of how any information which we are able to release to you is delivered to you:

I would like (tick one):

- to be sent by secure email – please provide email address in Section 1.
- to come in and collect my information, you will be asked to bring proof of your identity upon arrival.

Section 5: Proof of identity

Before we can process your request, we must establish both your identity and the identity of the **subject of the request**. This is to prevent information from being released to people who should not to have access to it.

To help establish identity, your application **must** be accompanied by photocopies of TWO official documents for each person, which between them show **name, date of birth, current address** and **signature**.

Examples include: a birth certificate/adoption certificate, driving licence, medical card, passport or any other official document which shows your name and address (eg. gas or Council Tax bill).

If you have given any other names then proof of any name changes must also be provided.

Failure to provide proofs of identity will delay your application.

Photocopied proofs of identity you have enclosed for the **subject of the request**:

1.
2.

A copy of a birth certificate is sufficient for a child under 12.

Photocopied proofs of identity you have enclosed for you, the **requester**:

1.
2.

For legal representatives, a letter on headed paper is sufficient.

Please add a note here if you are unable to provide the relevant proofs.
We will phone or write to you about this:

What next?

Please return this form and the photocopied proofs of identity to the address on the front of this form.

We will send you an acknowledgement outlining the timescale for responding to your request.

In accordance with the GDPR, the County Council has 1 month in which to respond to your request, however the Council can apply an extension of 2 further months if your request is considered to be “complex”.

Factors affecting complexity include the volume of information requested, the amount of third-party information within the requested information, and how many different locations the information has to be sourced from.

The majority of requests for Social Care information will likely be considered complex due to the extent and sensitivity of the third-party personal data contained within the information. The Information Governance Team will inform you as soon as we can if your request has been assessed as complex and will communicate the basis for the decision to you.

Section 6: Seeking information about someone else - proof of consent or authority

Finally, you need to demonstrate that you have the appropriate consent or authority to make this request for someone else's personal information. To do this, please complete the relevant part of **Section 6**.

- **Section 6A** if acting on behalf of a child under 12 or any other person who lacks capacity to make their own request
- **Section 6B** if acting on behalf of an adult or young person over 12 with sufficient capacity to make a request themselves
- **Section 6C** if you are a legal representative.

Section 6A: Acting on behalf of a child under 12 or other person who lacks capacity

Declaration

I confirm that I am undertaking this subject access request on behalf of the individual named as the subject of this form.

I enclose a photocopy of two forms of ID to confirm my identity (see Section 5).

I confirm that I can act on behalf of the subject and will send relevant proof to you:

- For a child under 12 or a young person lacking capacity, proof of responsibility over them. OR
- For an adult who lacks capacity, a photocopy of my personal Welfare Power of Attorney for the subject. OR
- Other.....

The information I have supplied on this form is correct to the best of my knowledge.

Name:

Signed:Date:

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Section 6B: Seeking information on behalf of an adult or young person over 12 with capacity to make their own request

NB: If you are making a request on behalf of a **young person of 12 or over**, they must sign below in the '**Declaration by the subject**' box to confirm they are happy for you to act on their behalf.

Declaration by the requester

I, the requester, confirm I am making this request for personal information on behalf of the person named in the declaration below.

I enclose a photocopy of two forms of ID to confirm my identity.

The information I have supplied on this form is correct to the best of my knowledge.

Name:

Signed:Date:

Declaration by the subject

I, the subject of this request, confirm that I am happy for the person named above as requester to request access to my personal information on my behalf.

The information I have supplied on this form is correct to the best of my knowledge.

Name:

Signed:Date:

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Section 6C: Acting as a legal representative

If you are a legal representative making a request on behalf of a client, please ask **your client** to complete this section to show they are happy for you to do this.

Declaration of the subject

I confirm that my legal representative, named below, has permission to undertake this subject access request on my behalf.

I also enclose a copy of two forms of identification to confirm my identity as the subject of the request, together showing my name, date of birth and current address.

The information supplied is correct to the best of my knowledge.

Name of my legal representative:

Name of their legal firm:

Name:

Signed:Date:

NB: If you are representing someone who is requesting information *on behalf of someone who lacks capacity*, please ask your client to complete both **Section 6A** and **the following section**:

Declaration of my client who has engaged me on behalf of the subject

I confirm that my legal representative.....(name) of
..... (Company), has permission to undertake this subject access request on my behalf.

Name:

Signed:Date:

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