

**Part 1 – Person that the information relates to (the data subject).**

|                            |  |               |  |
|----------------------------|--|---------------|--|
| Title                      |  | Date of Birth |  |
| Surname                    |  | Forenames     |  |
| Maiden Name / Former Names |  |               |  |
| Telephone No.              |  | Postcode      |  |
| Current Address            |  |               |  |
| Previous Address's         |  |               |  |

**I enclose a copy of one of the following as proof of the identity of the data subject, and a copy of a recent utility bill showing my current address:**

Driving Licence
  Passport (page with picture and signature)
   
 Recent Utility Bill:

**Part 2 – Is the requested information about you (are you the data subject)?**

**No the information is not about me (go to part 3)                      Yes the information is about me (go to part 4)**

**Part 3 – Person or agent with consent to obtain information on behalf of the data subject.**

|          |  |               |  |
|----------|--|---------------|--|
| Title    |  |               |  |
| Surname  |  | Forenames     |  |
| Address  |  |               |  |
| Postcode |  | Telephone No. |  |

**What is your relationship to the data subject** (e.g. parent, carer, son/daughter, legal representative)

**Part 3 Cont'd – Person or agent with consent to obtain information on behalf of the data subject.**

**Do you have legal authority to request the data subject's information?** Yes  No

**If the data subject is under 16, do you have parental responsibility for them?** Yes  No

**Provide proof that you are legally authorised to act on the data subject's behalf in the form of:**

**Letter of Authority**     **Lasting Power of Attorney**     **Evidence of parental responsibility**

**Other** *(give details)*

**Provide proof that you are the person authorised to act on behalf of the data subject by enclosing a copy of one of the following:**

**Driving Licence**     **Other identification**

**Part 4 – Details of Information being requested.**

To enable us to deal with your request please supply as much detail as possible about the information you want. If possible restrict your request to a particular service, period of time or incident. If necessary continue this section on a separate page.

**Information Requested:**

**Information requested relates to dates between:**

From:

To:

**Relevant details to help us locate the information.**

*(address at the time, service or department you had involvement with, names of previous contacts, names and dates of birth of other family members if you are looking to find Social Care records and any file reference if known etc.) If necessary continue on a separate sheet. **We will not contact any other person, other than you or your agent for the purpose of this search.***

***We base our search on the information you have provided here, it may affect the results of our search if insufficient information is provided.***

## Part 5 – Access to the information.

By law the Council is permitted to charge a fee of £10 unless your Subject Access Request is for a former looked after child. This request will not be valid until payment is received. (*payment by cheque or postal order made payable to Bury Council. Cash should not be sent through the post*)

### Do you wish to:

View the information

Be provided with a copy

### Applicable to Social Care - Children

Review the file/information with a professional  
(an appointment will need to be made)

### Copies (if requested) to be:

Posted or e-mailed to the data subject

Posted or e-mailed to you

Collected by you in person

**Do you have any special needs when viewing the information or in what format it is provided?** *Please specify:*

## Part 6 – Declaration

I certify that the information provided on this form is true. I understand that the Council is obliged to confirm proof of identify / authority and that is may be necessary to obtain further information in order to comply with this subject access request.

**Full Name** (*to be written in full and clearly printed*)

**Signature:**

**Date:**

### Warning!

**A person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.**

**Part 7 – Before submitting this form please check that you have:**

- Enclosed proof of the identity of the person the information is about (the data subject)? *(See part 1)*
- Enclosed proof of authority to act on behalf of the data subject? *(See part 3)*
- Enclosed proof of your identity if acting on behalf of the data subject? *(See part 3)*
- Given enough details for us to locate the information you want? *(See part 4)*
- Enclosed the £10 fee? *(Cheque or Postal Order made payable to Bury Council. See part 5). **No fee is charged against former looked after children information.***
- Signed and dated the declaration? *See part 6)*
- Completed all sections? *(Part 3 only to be completed by a person acting on behalf of data subject)*

**Please submit this form and accompanying documents by post to the relevant department:**

**If the Subject Access Request is for personal information relating to a Child or Former Young Person in Care:**

**Senior Administration Support Worker (Information)  
Strategy & Commissioning  
Children Services  
Bury Council  
3 Knowsley Place  
Duke Street  
Bury BL9 0EJ**

**If the Subject Access Request is for information relating to an Adult (over 18):**

**Executive Director  
Adult Care Services  
Town Hall  
Knowsley Street  
Bury BL9 0SW**

**All other general Subject Access Requests:**

**The Data Protection Co-ordinator  
Bury Council  
Resources Division  
Chief Executive's  
Town Hall  
Knowsley Street  
Bury, BL9 0SW**