



Data Protection Act 1998

SUBJECT ACCESS REQUEST FORM

Please complete this form if you require Child First to inform you whether they or someone else on their behalf is holding or processing personal data about you and to supply you with a copy of that information. Under the Data Protection Act 1998 you are entitled to be given a description of the personal data, the purposes for which your information is being processed and those to whom they are or may be disclosed, together with a copy of the information held about you.

The details you provide on this form will be disclosed to officers dealing with your request and will be used within Child First to validate, locate and review your information.

In complying with a subject access request a data controller (in this case Child First) may disclose information relating to an individual other than the data subject who can be identified from that information. In order to comply with your request if a third party is referenced within your records it may be necessary to seek their consent to disclose their information to you.

Child First will respond as soon as possible to this request but in any event within 40 days from receipt of this form. Should further information be required to identify the data requested, then the 40 days will run from the date we receive that further information. The Information Compliance Manager will retain your request for 12 months from receipt of your request by Child First. Data Controllers may charge a fee of up to £10 for responding to a subject access request. Child First does not currently charge a fee for this service.

All information will be treated in compliance with the Data Protection Act 1998.

Please note that all information in respect of this request will be sent directly to the data subject by Recorded Delivery.

If you require an alternative arrangement please state this in Section 6 below.
Please return this form to:

Child First Ltd
Information Compliance Manager
Seadown House, 1a Farncombe Road
Worthing
West Sussex
BN11 2BE






Our Telephone Number is: 01903 282031

1. Please enter details of the Data Subject below:

The term "Data Subject" refers to the person about whom the information is being requested.

Surname:	
Title (Mr/Mrs/Ms/Master):	
Maiden name (if applicable):	
Forename(s):	
Present Address:	Previous address (if less than 3 years at Present Address):
Post Code	Post Code
Date of Birth:	
You are not obliged to disclose your date of birth, but it may be needed in cases where there is more than one person in a household with the same identifying details. The date of birth will then be used for verification purposes only.	
Daytime Contact telephone number (including dialing code):	
You are not obliged to disclose your telephone number but it may help in cases where there is a query relating to your request.	

2. Please complete the following section if you require information processed by Child First relating to the following areas:

-  **Application for employment**
-  **Past employment**
-  **Current employment**
-  **Voluntary Worker / Agent / Contractor**
-  **Service User**

Have you ever applied for a job with Child First, if so please specify which service area:
If Yes and it has been within the last six months please give the date of application:
Department/Directorate you have worked for :
Employee number / Payroll number: (if known)
Commencement date of employment:
Leaving date: (if applicable)
Voluntary Worker / Contractor , please supply details:
Service User, please supply details:

Please tick any of the following areas you require a search to be completed relating to your position:

Occupational Health:	
Central Personnel:	
Payroll:	

Please specify which Department or Personnel you require a search to be completed in relation to your position:

Please specify any other areas within Child First you require a search to be completed in relation to your position:

3. If you are acting on behalf of the Data Subject please complete this section.

Surname:

Title Mr/Mrs/Ms/Master:

Forename(s):

Address:

Postcode:

Daytime Contact Telephone Number (including dialing code):

You are not obliged to disclose your telephone number but it may help in cases where there is a query relating to your request.

If you are acting on behalf of the data subject you will need to enclose their written authority including a signature or other legal documentation (e.g. parental rights or power of attorney) to confirm this request. You will also need to enclose evidence of your identity and that of the Data Subject.

Parental rights: For children under 12, rights notices or requests will usually be made by parents or guardians acting on the child's behalf. In considering any such request Child First must give careful thought as to whether to accept it. Therefore, if Child First are in any doubt as to whether the parent/guardian making the request is entitled to do so, they will be able to refuse access and leave the issue to be decided by a competent court weigh what is in the best interests of the child.

4. Below is a list of Child First's Services Areas. To help us locate the information you require please TICK where appropriate and a search will be carried out within those areas. If you are unable to locate a service area you require then please go to Section 5.

Child First Service Areas:

Service User	
Human Resources	
Schools / Education	
Special Educational Needs and Learning Disabilities	
Children's Aftercare Services	
Independence Working	
Policy Development	
Health and Safety	
Finance	
Contractors	

5. If you require a search of a specific area of Child First that we have not listed within Section 4 please give details below.

6. If there is any additional information you feel may be useful in helping to locate the data you require, please enter these details below. This may include any other addresses in correspondence to Child First or on what matter(s) you have contacted us giving names of officers and dates or specific details where possible.

7. If you require e-mails, please give further details. For example names of the authors and recipients of the messages, the subject of the e-mails, the dates or range of dates upon which the messages have been sent.

8. To be completed by all applicants:

I, _____, certify that the information given on this subject access request form is true. I understand that it is necessary for Child First to confirm my/the data subjects identity and it may also be necessary to obtain more information in order to locate the correct information.

Print Name: _____

Signature: _____ Date: _____

Please note that any attempt to obtain personal data unlawfully may lead to prosecution. If you are not the data subject or acting on behalf of the data subject (with their written consent) but are attempting to gain access to information that you are not entitled, you will be in breach of Section 55 of the Data Protection Act 1998.

Please supply an original proof of your identity when you return this completed form to us. This should be something with your current name and address, for example your driving licence, latest utility bill or some other documentation that can provide Child First with evidence of who you are and your current address. You may wish to send your document recorded delivery. The proof of identity will be returned to you after verification.

For Child First use only:

<i>Date Application Received</i>	
<i>Proof of Identity Checked of Applicant</i>	
<i>Proof of Identity returned to Applicant</i>	
<i>Proof of Identity Checked of Data Subject</i>	
<i>Proof of Identity returned to Data Subject</i>	
<i>Information Sent to Data Subject / Applicant</i>	
<i>If information not provided please specify the reason for non-provision</i>	

Data Protection Team Member's Name:

Signature Date:

Your Checklist:

Have you completed all of the appropriate sections?

Have you signed the form?

Have you enclosed evidence of the data subjects identity?

If acting on behalf of the data subject, have you enclosed evidence of your identity?

Evidence (written consent) from the data subject to act on their behalf?

Please note all information in respect of this request will be sent directly to the data subject by Recorded Delivery. If you require an alternative arrangement please state this in Section 6 above. Child First may require further evidence of your identity on receipt of the information.

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