

# **SUBJECT ACCESS REQUEST FORM DATA PROTECTION ACT**

**Adult and Children's Services Department**



## APPLYING TO SEE YOUR ADULT OR CHILDREN'S SERVICES RECORDS OR FORMER SOCIAL SERVICES RECORDS\*

**Under the Data Protection Act 1998 you are entitled to see the information we hold about you.**

If you want to make a formal request to see your Adult or Children's Services file (a 'subject access' request), please fill in the attached form and send it with proof of identity to:

**Subject Access Request Team  
Adult Services Department  
The Castle  
Winchester  
Hampshire  
SO23 8UQ  
Tel. 01962 841841  
Fax 01962 834524  
Email: [social.services.sar@hants.gov.uk](mailto:social.services.sar@hants.gov.uk)**

You will need to ensure that all sections of the form are fully completed.

### Proof of identity

We need to have proof of your identity before we can let you see your personal information. The proof of identity that you provide will only be used to process your application, and for no other purpose.

Please include with your form:

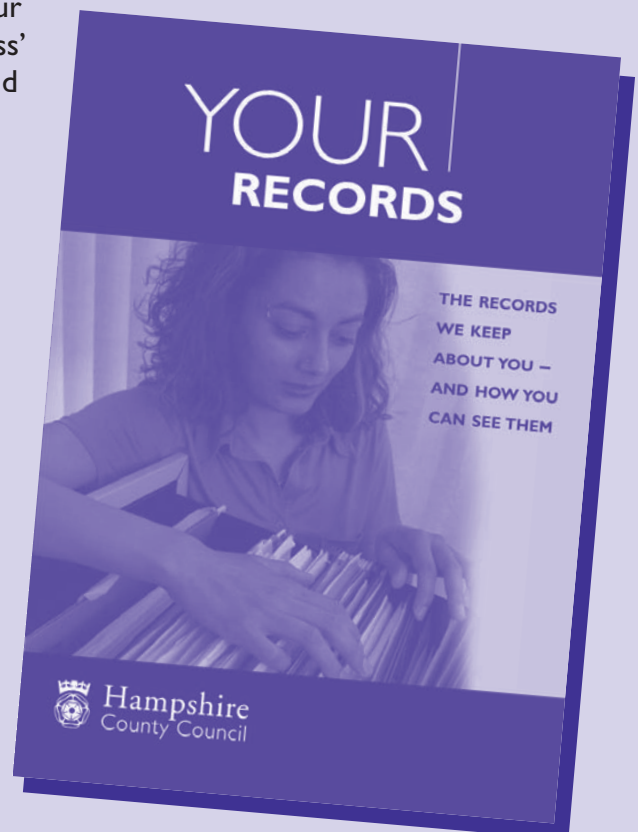
- Proof of identity e.g. passport, birth certificate
- Proof of name and address e.g. bank statement, recent utilities bill
- If you have changed your name, copies of the relevant documents

In addition, if you are applying to see someone else's records, you will need to provide:

- Proof of your own identity and that of the person who wants to see their records
- Proof of your right to view someone else's records, e.g. power of attorney, letter of authority, child's full birth certificate, parental responsibility

If insufficient identification is provided, this may delay your application.

*\* In August 2005, the Social Services Department was restructured and became the Adult Services Department and the Children's Services Department.*



## How quickly can you see records?

You can see the file you are asking for within 40 days of our getting your fully completed form. However, if we have to ask you for more information in order to identify your file, seek social work or keyworker opinion on disclosure, or we have to get consent to see third party information, it may take longer. Please help us by answering all the questions on this form as fully as you can, providing details of specific events and/or time periods where possible.

## A charge for seeing records

This service carries a charge of £10 to help cover our administrative costs, but in certain circumstances this may be waived. The 40 day processing period will not start until we receive your payment.

Cheques are to be made payable to Hampshire County Council.

### Completing this form

**For a summary of the kinds of services that Adult or Children's Services provides or arranges, or has provided in the past, see inside back cover of this form.**

- Please fill in sections A, C, D, E and sign section F
- If you are applying on someone else's behalf for them to see their own records or if you are applying to see someone else's records, please also fill in section B
- Except where there is a power of attorney, the person whose records are being applied for, should also sign section F

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## Adult and Children’s Services Department

**SECTION**

**A** Details of the person whose records are held by Adult or Children’s Services (the ‘data subject’)

**If you are asking to see your own records**

- If you currently get services from us, please fill in A1
- If you no longer get services from us but your name and address are the same as they were when you did, please fill in A1
- If you no longer get services from us and your name and/or address have changed since you did, please fill in your current name and address in A1, and your details when receiving services in A2

**If you are making a request on behalf of someone else or to see someone else’s records**

- If they currently get services from us, please give their name and details in A1
- If they no longer get services from us but their name and address are the same as they were when they did, please fill in A1
- If they no longer get services from us and their name and/or address have changed since they did, please fill their current name and address in A1, and their details when receiving services in A2

**A1 Current name and address**

Mr/Mrs/Miss/other ..... Surname .....

First name(s) .....

Address .....

..... Postcode .....

Date of birth ..... Daytime telephone number .....

**A2 Name and details when receiving services if different from above**

Mr/Mrs/Miss/other ..... Surname .....

First name(s).....

Address .....

..... Postcode.....

**Are you currently receiving services from us?**       YES       NO  
(please tick as appropriate)

If yes, please provide details:

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SECTION

**B**

Your details if applying on behalf of the person named in Section A or to see the records of the person named in Section A (please ignore this section if you are asking to see your own records)

Mr/Mrs/Miss/other ..... Surname .....

First name(s) .....

Address .....

..... Postcode .....

Daytime telephone number .....

Relationship to person named in Section A (e.g. parent, guardian, named on Court of Protection order, holder of power of attorney, solicitor, named executive)

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*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.*

SECTION

**C**

Details of involvement of person named in Section A with Adult or Children's Services

Please tell us **what services** are/were received, **where** and **when** they are/were received and the **names of any staff** involved. Please let us know if you were known by any other name while receiving services.

If you do not have these exact details, please give us 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 note:** We cannot release information provided by third parties without their permission.

Please tell us what personal information you wish to access (please tick)

- Adult Services
- Children's Services – social care records
- Children's Services – education record

**IF YOUR PERSONAL INFORMATION IS HELD BY A SCHOOL, YOU WILL NEED TO APPLY TO THAT SCHOOL DIRECTLY.**

Please continue on a separate sheet of paper if you need to.

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**SECTION D Who is applying to see records?**

**Please tick the box that applies to you.**

- I am applying to see my own records
- I am applying on behalf of the person named in Section A so that they can see their own records
- I am applying to see the records of the person named in Section A

**SECTION E Documents enclosed (please tick all applicable boxes)**

**Note:** *The period of 40 days in which we must respond to your request cannot commence until we are satisfied that proper documentation has been received and that fees have been paid if appropriate.*

- Proof of name of person named in Section A
- Proof of current address of person named in Section A
- Proof of name of person(s) named in Section B
- Proof of current address of person(s) named in Section B
- Proof of right to see someone else's records (for example, power of attorney, letter of authority, child's birth certificate)
- £10 fee. Please make cheques payable to Hampshire County Council.

**SECTION F Signatures**

**Declaration**

I certify that the information given on this application form to Hampshire County Council Adult or Children's Services is true. I understand that it is necessary for the County Council to confirm identity and that in order to do so, the County Council may ask me to provide further documentation to prove that identity.

**Person named in Section A (if aged 12 or above)**

..... Date .....

**Persons named in Section B**

..... Date .....

..... Date .....

## **FOR YOUR INFORMATION**

The personal records held by Adult or Children's Services include: personal details, adult care needs assessments, agreed plans for care, financial assessments, copies of letters to or from you or others involved in your care.

The services that Adult and Children's Social Services provide or arrange include: residential care, care in people's own homes, sessions at day centres, parking badges for disabled people, and work with children and their families, including fostering and adoption.

Adult Services has in the past inspected and registered services such as child minders, nurseries, and foster carers, and until April 2002, residential homes.

Early Adult Services were often called Welfare Services, and more recently, Social Services. Over the years some services have changed their name, including, for example, the home help service, which is now home care.

If you need more information, please contact your local Adult Services office on 0845 603 5630.

### **Call charges and information**

Calls to 0845 numbers will cost between 4p (local rate) and 6p (national rate) per minute for BT customers. Calls made using other service providers or mobiles may cost more. Alternatively call 01329 225398 - standard and local call rates apply to this number.

