

# Application for Access to Personal Information

Please write in **capital letters** when completing this form



## Section 1 - Applicant details

<b>Your name</b>	
<b>Any previous names</b>	
<b>Date of birth</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Address (incl post code)</b>	

**Please complete this section if you are authorised to act on behalf of the applicant:**

I have been authorised to act on behalf of the applicant named above. I declare that I will not disclose any information from their records other than to the person on whose behalf I am acting, unless they give me their express permission.	
<b>Your name</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Address (incl post code)</b>	
<b>What is your relationship to the applicant</b>	

### Authorisation:

I, as the named applicant below, authorise the named agent above, to seek access to my personal information held by Blaenau Gwent County Borough Council. I declare that this authorisation has been freely given

<b>Applicants Name</b>	
<b>Name of Agent</b>	
<b>Signed by Applicant</b>	
<b>Date</b>	

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## Application by parents on behalf of children for access to personal information

If you are a parent applying for access to information on behalf of your child who is **under 12 years of age**, please complete the section below. Please note that a parent can only be granted access to their child's records if it considered in the child's best interests.

## Applications by parents on behalf of young people aged over 12 years old but under 18 years of age

Please be aware the council has a duty of confidence to each child when considering to release the child's information to a parent. Consideration is given as to whether it will cause any detriment to the child if those with parental responsibility cannot access the information. Equally the views of the child are considered as to whether they wish their parents to have access to information about them. The council may contact the child to ascertain their wishes, prior to release of any information, even if consent is provided with this application form.

Further information is available in the Subject Access Code of Practice issued by the Information Commissioner's Office. A copy of which can be accessed via the following link:

<https://ico.org.uk/media/for-organisations/documents/2014223/subject-access-code-of-practice.pdf>

I am making a request for access to information on behalf of the child named below.	
Parents name	
Any previous names	
Parents Date of birth	
Address (incl post code)	
Name of child	
Child's Date of birth	
Child's Address (incl post code)	

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## Section 2 - The information you would like to see

To help us locate any personal information which we hold in relation to you, please complete the following:

<b>Name of council service area</b> (Children's Services, Council Tax etc.)	
<b>What type of service was used or received</b> (Social Services, Housing Benefit etc.)	
<b>When was the service used</b> Please provide a date period	
<b>Please supply any additional information which you think may help us in locating your personal information</b>	

## Section 3 - Proof of Identity

### Please provide proof of your identity.

In order to prevent personal data being released to the wrong person we require TWO forms of identification.

We require a copy (which can be a photocopy, scan or photograph) of an official document confirming your identity and current address (one from List A and one from List B below).

<b>List A (provide one from below)</b>	<b>List B (plus one from below)</b>
Passport	Utility bill showing current home address
Photo driving licence	Bank statement
Birth certificate	Building Society statement/book
National Identity card	

The Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are and that you are entitled to have the requested information. We are unable to process your application without sufficient evidence of identity being provided.

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### Section 4 – Declaration

To be signed by the applicant:

I certify that the information given on this form is accurate and true and that I am the person to whom it relates.

**Signed:**

**Print Name:**

**Date:**

The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the [Council's website](#).

\*\* The completed form should be emailed to [FOI@blaenau-gwent.gov.uk](mailto:FOI@blaenau-gwent.gov.uk) \*\*