

Childs Individual Rights Request Form

SECTION 1: ABOUT ME

Full Name

Date of Birth

 / /

House Name/Number

Address 1

Address 2

Town

Post Code

Email Address

Telephone Number

SECTION 2: MY REQUEST

Please tick what you would like to request;

- I want to access to my data
- I want to correct information about me
- I want to delete informaiton about me

SECTION 3: REQUEST DETAILS

Is your request related to a specific department within the Council? If yes please tick below.

- Adult Social Services**
 - Bereavement Services & Registrations**
 - Children's Social Services**
 - Commissioning & procurement**
 - Culture, Venues, Tourism & Events**
 - Customer Services**
 - Education & Lifelong Learning**
 - Facilities Management**
 - Finance**
 - Governance & Legal**
 - Harbour Authority, Parks & Sport**
 - Health & Safety**
 - Housing**
 - Housing Benefits**
 - Human Resources**
 - ICT**
 - Information Governance**
 - Performance & Partnerships**
 - Rent Smart Wales**
 - Transport**
 - Waste Services**
 - Other, please specify; _____**
-

If you wanted to request information from ...

- **A school**
- **The NHS or**
- **The Police**

You will need to submit a request to the appropriate body directly.

Does your request relate to a specific time frame? If yes, please insert dates below.

From

To

/ /

/ /

Please include any more details of what personal data you would like to **access/correct/delete** below;

SECTION 4: SUPPORTING DOCUMENTS

To help us accept your request, Cardiff Council need a copy of ID.

This could be;

- A passport
- A bus pass
- A birth certificate
- Any other documents that have your name (and if possible a photo of you) on it.

I confirm that I have inserted **copies** of the above (**please tick**)

SECTION 5: DATA SUBJECT DECLARATION

Please read the information below very carefully, and only continue if you agree and understand the below.

Under Data Protection Law, I have requested a copy **or/** the deletion **or/** the correction of personal data about myself for the reasons I have explained above.

I can confirm that I am the subject of the information above and not someone acting on my behalf.

I have read and understood the terms of this Declaration and **consent** for my personal details to be submitted to the Information Governance Team

Signed

Date

Please send your request to the address below;

Data Protection Officer
Cardiff Council
Information Governance Team
County Hall
Atlantic Wharf
Cardiff Bay
CF10 4UW
Email: **Individualrights@Cardiff.gov.uk**