

Individual Rights Request Form: Parental Responsibility

SECTION 1: DETAILS OF THE APPLICANT MAKING THE REQUEST

Title

First Name

Surname

Date of Birth

 / /

House Name/Number

Address 1

Address 2

Town

Post Code

Email Address

Telephone Number

Please describe your relationship with the child whose personal data you are requesting;

SECTION 2: DATA SUBJECT DETAILS (who the information is about)

First Name

Surname

Date of Birth

 / /

House Name/Number

Address 1

Address 2

Town

Post Code

SECTION 3: YOUR REQUEST

Please select what Individual Right in line with Data Protection Law you would like to exercise;

- Subject Access: Confirmation and Access to personal data we hold
- Rectification: To alter the personal data we hold, if you believe it to be inaccurate
- Erasure: To delete the personal data we hold, if you believe it to be unnecessary.

SECTION 4: REQUEST DETAILS

To help us locate the information we hold, please tick the box of the department(s) within the council which your request relates to;

- 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; _____**
-

Please Note: If you wish to request information from;

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

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

Please indicate a time frame from which your request refers to;

From

To

/ /

/ /

Please provide any further details of what personal data you would like to **access/rectify/erase** below;

SECTION 5: SUPPORTING DOCUMENTS

In order for your request to be processed, the Parent or Guardian will be required to provide 2 forms of identification. These should include;

- A clear copy of valid photographic ID (i.e. Passport, Driver's License)
- Proof of address, dated within the last 3 months (i.e. Bank statement, utility bill)

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

Cardiff Council further requires documented evidence which proves that you hold parental responsibility over the child in question. The Council therefore require one of the following in order to process your request;

- Birth Certificate of Child (in which you are *named* as a parent)
- Parent Responsibility Order
- Special Guardianship Order
- Care Order
- Placement Order
- Adoption Papers

I confirm that I have inserted **copies** of the above (**please tick**), or have provided **other Court Documents which I deem appropriate in proving parental responsibility.**

SECTION 6: THIRD PARTY DECLARATION

Under the Data Protection Act 2018 I wish to exercise the Individual Rights of a child under my care, as detailed in Section Two.

I confirm that I hold Parental Responsibility over the child names in the request.

I also confirm the child is aware their personal data will be processed for the purposes indicated, and that I have consent to act on behalf of the child (**applicable if aged 12 and over**).

I understand that Cardiff Council have one calendar month to respond to my request. This timeframe is obligatory, unless there are circumstances in which this timeframe requires extension, or where further information from myself is required.

We will contact you directly, if the circumstances above occur.

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

I have read and understood the terms of this Third Party 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**