



## Access to records request form for former looked after children

### Details of the person requesting the information

Current name .....

Address .....

.....

.....

Postcode .....

Phone number .....

Date of birth .....

Relationship to Data Subject (if applicable) .....

### Are you the data subject?

**YES** If you are the Data Subject please supply evidence of your identity such as a copy of your driving licence, birth certificate or passport.

**NO** If you are requesting the information on behalf of the data subject or you are relative of the Data Subject who is no longer alive please provide either proof of the Data Subjects Consent or proof of death and proof of your identity.

### Details of the Data Subject (if you are applying on their behalf)

Address .....

.....

.....

Postcode .....

Phone number .....

Date of birth .....

## Details of the data subjects time in care

Name of home

Dates in care

Additional information

## Declaration

I..... understand that the information given on this form to the Together Trust is true. I understand that it is necessary for the Together Trust to confirm my/the Data Subjects identity and it may be necessary for the Together Trust to obtain more information in order to locate the correct.

Signed

Date

**Please return this completed form to: Data Protection Officer, Together Trust, Together Trust Centre, Schools Hill, Cheadle, Cheshire SK8 1JE**

**Checklist of items to be included:**

- i) Proof of identity (such as birth certificate, drivers licence, passport copies)**
- ii) Evidence of the Data Subjects identity and consent (if required)**
- iii) Proof of relationship (if relative of data subject and they are deceased)**
- iv) Proof of death (if applicable)**

## Office use only

Request received

Fee received

Notes

Date completed