

**Application to receive Personal Information**

**about a Child(ren)**

**YOU DO NOT HAVE TO USE THIS FORM you can send the**

**information requested on this form to** transparencyteam@essex.gov.uk

**Part 1 – Requester Information (Parent/Guardian/Representative)**

Full Name ………………………………….. Relationship to the Child(ren) …….………………

Address ………………………………………………………………………………………………….

Daytime Telephone Number …………………..… Email Address …….……………….…...........

To prove my identity I provide a copy of the following with my application:

[ ]  Passport [ ]  Driving Licence [ ]  Birth Certificate [ ]  Other

‘Other’ please state ………………………………………………………………………………………..

**Part 2 – Child(ren) Information Requested**

Please see guidance on requesting data about a [child](https://www.essex.gov.uk/sites/default/files/migration_data/files/assets.ctfassets.net/knkzaf64jx5x/7yENkAuTZlNvUmizglaiD9/3e1b8e1f7df3dc6ffd837e8591abffa5/Parental-Guardian_Guide_to_Service_access_request.pdf)

[ ]  I am the child’s parent/Guardian and I enclose proof of parental responsibility

A copy of your child’s/children’s [FULL](https://www.gov.uk/register-birth/birth-certificates#:~:text=There%20are%202%20types%20of,also%20contains%20the%20parents%27%20details) birth certificate allows us to confirm your legal entitlement to their information, if you need to order a copy, please go [here](https://www.gov.uk/order-copy-birth-death-marriage-certificate)

OR

[ ]  The child is over the age of 12 and I enclose consent to share from the child

[ ]  The child is over 12 but lacks capacity to consent, please explain below:

[ ]  The child is over 16 and I provide their consent and proof of their ID (e.g. passport)

Child 1

Surname ………………………………... First Names ………………………………….

Previous or other names ……………………………Date of birth ……………………………

Child 2

Surname ………………………………... First Names ………………………………….

Previous or other names ……………………………Date of birth ………………………………

Child 3

Surname ………………………………... First Names ………………………………….

Previous or other names ……………………………Date of birth ……………………………

Please provide details for additional children in your email.

**Part 4 – Details of the information being requested**

Essex County Council is a very large organisation. The more information you can give us about what you want, the quicker we can deal with your request.

**Please tell us what information you would like to receive**

|  |  |  |  |
| --- | --- | --- | --- |
| Childrens Social Care | [ ]   | Special Educational Needs | [ ]   |
| Safeguarding | [ ]   | Youth Offending Team | [ ]   |
| Complaints made to ECC | [ ]   | Other – please specify  | [ ]   |

‘Other’ please state ………………………………………………………………………………………..

If you require only **specific** documents or information please specify which documents you wish to receive:

The **timeframe** I am requesting the information for is:

From [Date]: To [Date]:

If you want emails about the child(ren), please tell us of the names you wish to search for and the timeframe of the communications:

I would like communications from [enter date] ………………until [enter date]…………………..

I would like communications about my child(ren) between the following ECC staff:

**Part 5 – Disclosure of Information**

We disclose information electronically unless specified otherwise. If you have a disability which prevents you from accessing information electronically please explain below .

**Part 6 – Declaration**

I certify the information provided on this form is true. I agree to supply information required to confirm my identity. I agree to supply help to identify the information I want.

Name ……………………………….. Signature …………………………….. Date ……..........

***Warning - it is illegal to get or attempt to get personal data you are not entitled to. If this is the case you may face prosecution.***

**Email this completed form to**: Transparencyteam@essex.gov.uk **with your ID documents**

Alternatively you can post to: Transparency Team, Essex County Council, PO Box 11, County Hall. Chelmsford CM1 1QH.

Data Protection Notice – We will only use this form to handle your request and not keep it longer than is necessary to do so. Full information on how we use personal data can be found at [Privacy and data protection - Essex County Council](https://www.essex.gov.uk/topic/privacy-and-data-protection)