

Application for Access to Personal Information

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

Section 1 - Applicant details

Your name	
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Application for Access to Personal Information

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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 **st** 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 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 will 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

<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	

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