



Subject access request

Parents often ask how they can obtain copies of information held by education, health and social work agencies, relating to them or their child. Personal information is obtained by making a 'Subject Access Request' to the agency.

A subject access request need not be in a specific format, but should be clear and state what information is required. It should also only be used for data relating to an individual, not for data held by public bodies about other matters.

If information relates to a child over about 10 years of age, it is sensible to obtain the child's signature as well as the parent giving their own, as data will not normally be disclosed to a parent of an older child without their consent.

Data can be withheld for limited reasons including:

- **if your request is 'manifestly unfounded or excessive', which means that you have asked for a very unreasonable amount of data;**
- **if it includes personal information about someone else (third party information);**
- **if sharing it would be likely to cause serious harm to you or another person and**
- **if sharing it would make it harder for the police to prevent crime or prosecute criminals.**

If data is withheld, the person to whom it relates has a right to be told the reason why and to challenge that decision.

The following template can be adjusted to suit each individual's circumstances when requesting personal data:

Date

Your name
Your address

Data protection officer
Organisation address

Dear (name),

Subject access request: (individual's name date of birth)

Please supply the following information under the Data Protection Act 2018 relating to:

All and any written files and documentation relating to me (or 'my child) held by your organisation dating from (date) to today.

All and any correspondence that relates to me (or 'my child) between your organisation and any other organisation or individual, dating from (Date) to today.

All and any electronic communications by email, text or other means, which relate to me (or 'my child') dating from (date) to today.

All and any memoranda and notes of telephone communications or discussions that relate to me (or 'my child'), dating from (date) to today.

All and any data which relates to me (or 'my child') not specifically described above from (date) to today.

I enclose proof of my identity (or my child's and my identity) in order to assist you.

If you require any further information from me, prior to providing this information, please let me know as soon as possible. I look forward to receiving the above urgently.

Yours faithfully
[Signature]
