

Request for Access to Personal Records

PART A (To be completed by all applicants)

Name of Applicant:

Current Address:

Post Code:

Telephone:

Please tick the boxes as appropriate

- I am the person whose records are required
- The person whose records are required is a child who is incapable of understanding the request and I am his/her parent/guardian
- I am acting under an enduring power of attorney or an order of the Court of Protection (copy may be required)
- I am representing or acting on behalf of the person whose records are being requested

Signature:

Date:



Walsall Council

PART B (To be completed by all applicants)

To help us locate the records, please answer as many of the following questions as possible.

Who are the records about? Give their full name and Date of Birth:

What records do you wish to see?

Which council service was/is involved?

What were the names of the workers involved?

Relevant addresses at the time, if different:

PART C (This box must be completed if you want someone else to have access to the information on your behalf)

Name of Representative:

Address:

Post Code: Telephone:

Relationship to Applicant:

I confirm that I want this person to have access to the information on my behalf.

Signature of applicant: Date:

PART D (If you are under the age of 18, before giving you access to the information, we must be certain that you understand the possible effects of doing this. A parent, social worker or other adult who knows you well must sign below to confirm that you understand)

Signature:

Name (in capitals):

Address:

Post Code: Telephone:

PART E Monitoring

In order to help us to continually improve our service we would be grateful if you could take a few moments to complete the questions below.

What is your ethnic group? Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic group.

A: White

- British
- Irish
- Any other White background

B: Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

C: Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

D: Black or Black British

- Caribbean
- African
- Any other Black background

E: Chinese or other ethnic group

- Chinese
- Any other

Did you find this leaflet provided you with the information you wanted?

- Yes
- No

If no, what suggestions do you have for improving the information we supply to you?

Privacy Notice

The information which you have given in Parts A–D will only be used to identify the records you wish to see. In order to find these records it may be necessary to share this information with staff from relevant council services. The information in Part E will only be used for monitoring and performance.