

CHILDREN'S SERVICES SUBJECT ACCESS REQUEST

Article 15 UK GDPR & Data Protection Act 2018

Personal Details

Full Name: _____
Date of Birth: _____
Address: _____

Telephone: _____
Email: _____
Relationship to Child(ren): _____

Child(ren) Details

Child Name: _____
Date of Birth: _____

Local Authority Details

Local Authority: _____
Children's Services Team: _____
Social Worker (if known): _____
Case Reference (if known): _____

FORMAL SUBJECT ACCESS REQUEST

Dear Data Protection Officer,

I am making a formal Subject Access Request pursuant to Article 15 UK GDPR and the Data Protection Act 2018. I request copies of all personal data held relating to myself and, where I have parental responsibility or lawful entitlement, the above-named child(ren).

Case Records

☐ Full Case File ☐ Social Work Records
☐ Case Notes ☐ Chronologies
☐ Assessments ☐ Care Plans
☐ CIN Records ☐ Child Protection Records
☐ Looked After Child Records ☐ Placement Records
☐ Family Time Records ☐ Supervision Records

Internal Records

☐ Internal Emails ☐ Internal Correspondence
☐ Manager Oversight Records ☐ Case Discussions
☐ Legal Planning Records ☐ Strategy Meeting Minutes
☐ Decision-Making Records ☐ Escalation Records
☐ Complaints Records ☐ IRO Records

Electronic Records & Audit Data

☐ Audit Logs ☐ Access Logs
☐ Metadata ☐ Amendment History

- ☐ Deletion Records ☐ User Access Records
☐ Liquidlogic Records ☐ Mosaic Records

Communications

- ☐ Emails Mentioning Me ☐ Emails Mentioning My Child(ren)
☐ Letters ☐ Telephone Records
☐ Call Recordings ☐ Text Messages
☐ Teams Messages ☐ Meeting Notes

Court & Legal Records

- ☐ Court Reports ☐ Statements
☐ Expert Assessments ☐ Legal Correspondence
☐ Documents Disclosed During Proceedings
☐ Records Relied Upon In Proceedings

Records Frequently Omitted From Disclosure

- ☐ Internal Emails ☐ Manager Oversight Records
☐ IRO Records ☐ Legal Planning Meeting Records
☐ Strategy Meeting Minutes ☐ Quality Assurance Reviews
☐ Escalation Records ☐ Contact Restriction Decisions
☐ Placement Decision Records ☐ Complaint Investigation Records
☐ Metadata & Amendment History ☐ Multi-Agency Records

Additional Requests

Declaration

This request is made under Article 15 UK GDPR and the Data Protection Act 2018.

Signed: _____

Name: _____

Date: _____