

## **Subject Access Request** **Identification & Authorisation Documentation**

We need to be satisfied that anybody making a request for personal data is entitled to receive it. We therefore require evidence of your identity, and, if you are requesting information on behalf of someone else, we also require evidence that you have the right, or are authorised to do so.

We will correspond with you at the address provided in your identification documentation.

Please **do not send original documents**, good quality legible copies of complete documents are adequate. We cannot guarantee we will be able to return any original documents.

### **Identification Documents**

You must provide a minimum of two official documents which between them provide enough information to prove the data subject's (the person whose information is being requested):

- **name**
- **date of birth** and
- **current address**

Examples of this type of documentation include:

- Current valid drivers licence
- Current valid passport
- Utility bill dated within the last 6 months
- Council tax bill / statement
- Foreign National Identity Card
- UK Residence Card
- P45 or P60 Statement
- Birth certificate
- Other official document (e.g. correspondence from a bank or building society, or DWP benefit statement) dated within the last 6 months

### **Change of name**

If the data subject has changed their name since the records were created (for example you are requesting the records from when you were a child and have since married) you need to provide evidence of any and all name changes to link your current name to those held in the records.

Examples of this type of documentation include:

- Marriage / Civil Partnership Certificate
- Deed Poll
- Decree Absolute Certificate

### **Requests made on behalf of other individuals, including all children**

If you are applying to see someone else's records, you will need to enclose their signed permission or authority for you to act on their behalf or provide other legal documentation (for example evidence of parental rights or power of attorney) to confirm their request. We may take steps to validate any authorisation provided.

You will need to provide:

- Authorisation to act - from data subject or through other legal documentation (e.g. power of attorney, parental responsibility)
- Proof of your identity – two official documents as detailed above
- Proof of the data subject's identity - two official documents as detailed above

If you are a solicitor requesting information on behalf of your client, we will require written confirmation of instruction from the data subject, or person with parental responsibility for a child under 12.

### **Parents requesting information about their children**

If you are a parent requesting information relating to your child(ren) under 16, you may be able to exercise your child's right of access on their behalf if you provide:

- Proof of your parental responsibility
- Written authorisation from your child if they are 'competent' to understand or make their own rights request - for the purposes of information rights an approach that is reasonable in many cases is children aged 12 or over
- Proof of your identity – two official documents as detailed above
- Proof of your child's identity - two official documents as detailed above

Please note that, in line with ICO guidance we usually expect competent children to make their own request to exercise their own rights and will where possible liaise directly with the child. We may also take steps to validate any authorisation provided or seek further consent from the child before accepting a request.

Example proofs of parental responsibility can include:

- Child's full birth / adoption certificate naming you as the parent
- Court Order naming you as the parent
- Court Order granting you parental responsibility