

## Childs Individual Rights Request Form

### SECTION 1: ABOUT ME

---

Full Name

Date of Birth

 /  / 

House Name/Number

Address 1

Address 2

Town

Post Code

Email Address

Telephone Number

### SECTION 2: MY REQUEST

---

Please tick what you would like to request;

I want to access to my data

I want to correct information about me

I want to delete informaiton about me

## SECTION 3: REQUEST DETAILS

---

Is your request related to a specific department within the Council? If yes please tick below.

- Adult Social Services**
  - Bereavement Services & Registrations**
  - Children's Social Services**
  - Commissioning & procurement**
  - Culture, Venues, Tourism & Events**
  - Customer Services**
  - Education & Lifelong Learning**
  - Facilities Management**
  - Finance**
  - Governance & Legal**
  - Harbour Authority, Parks & Sport**
  - Health & Safety**
  - Housing**
  - Housing Benefits**
  - Human Resources**
  - ICT**
  - Information Governance**
  - Performance & Partnerships**
  - Rent Smart Wales**
  - Transport**
  - Waste Services**
  - Other, please specify; \_\_\_\_\_**
- 

If you wanted to request information from ...

- **A school**
- **The NHS or**
- **The Police**

You will need to submit a request to the appropriate body directly.

Does your request relate to a specific time frame? If yes, please insert dates below.

From

To

/   /

/   /

Please include any more details of what personal data you would like to **access/correct/delete** below;

#### SECTION 4: SUPPORTING DOCUMENTS

---

To help us accept your request, Cardiff Council need a copy of ID.

This could be;

- A passport
- A bus pass
- A birth certificate
- Any other documents that have your name (and if possible a photo of you) on it.

I confirm that I have inserted **copies** of the above (**please tick**)

#### SECTION 5: DATA SUBJECT DECLARATION

---

Please read the information below very carefully, and only continue if you agree and understand the below.

Under Data Protection Law, I have requested a copy **or/** the deletion **or/** the correction of personal data about myself for the reasons I have explained above.

I can confirm that I am the subject of the information above and not someone acting on my behalf.

I have read and understood the terms of this Declaration and **consent** for my personal details to be submitted to the Information Governance Team

Signed

Date

\_\_\_\_\_

\_\_\_\_\_

Please send your request to the address below;

Data Protection Officer  
Cardiff Council  
Information Governance Team  
County Hall  
Atlantic Wharf  
Cardiff Bay  
CF10 4UW  
Email: **Individualrights@Cardiff.gov.uk**