

Here is a model of a letter requesting your records. You can use it to draft your own letter. Such a letter needs to include as much information as possible (full name, date of birth, the names of siblings and their dates of birth, former addresses and dates of when and where you were in care. If you are hoping to get the data through post (if you live abroad or a long way away), provide some identification, such as a copy of your passport, driving licence or a utility bill with your current address on.

(Insert your name and address here)
[include names you were known by as child if different]

(Insert today's date here)

The Data Protection Manager
(Insert address of council/agency here)

Dear Data Protection Manager

Subject access request under the Data Protection Act 1998

I was in the care of *(put name of council where your social services were based in here)* as a child from:

(dates in care – this does not have to be precise)

I was in:

(type or types of care – it may have been foster care, kids home, both or some other kind of care)

(Where you were in care – give as much info as you can)

My date of birth is:

(put date of birth here)

Please supply me with a copy of my personal data relating to my time in your care. I have enclosed copies of my identity which verify my current address and my full name. If you require further verification of my identity please do contact me on the details above.

Yours

Signature:

Name: