



Subject access request form

Use this form to ask us for data about yourself or someone else

Section 1

Whose data are you asking for?

This person is called the data subject.

If you are asking for data about yourself, please fill in **your** details in the boxes below and continue to Section 3.

If you are asking for data about someone else, please fill in their details in the boxes below and continue to Section 2.

Title

First name

Surname

National Insurance Number

Letters

Numbers

Letter

Date of birth

Client Reference number

House name / number / street

Town / City

County

Postcode

Country (if outside UK)

Contact number

Include the area code

If we send your correspondence to a different address then please enter it below. If this is the first time you've told us you want your correspondence sent to a different address then you'll need to contact us separately to set this up. Please call **0845 266 8978** to discuss this **before** you return this form.

House name / number / street

Town / City

County

Postcode

Country (if outside UK)

If you're asking for data concerning yourself, you can then go straight to Section 3 – you won't need to complete Section 2.

If you're asking for data on behalf of someone else then please carry on to Section 2.

Section 2

Representative's details

Fill in this section with your own details only if you are asking for details on behalf of someone else.

Please note that if this is the first time you've contacted Child Maintenance Service on the data subject's behalf we'll need to carry out separate checks after you've returned your form. We will normally provide the subject access report within 40 calendar days of those checks being completed.

Title

First name

Surname

House name / number / street

Town / city

County

Post code

Country (if outside UK)

Contact number

Relationship to data subject

Include the area code

The person whose data you are asking for must sign and date the form here:

Authority to disclose information to a representative

I confirm that I have asked the above named person to represent me in connection with my current Subject Access Request under the terms of the Data Protection Act (1998).

I therefore authorise the Department for Social Development to supply the above named representative with all information that is held about me.

Signature

Date



Section 3

Details of the data you are requesting

Please describe your involvement with the Child Maintenance and Enforcement Division (CMED) (check as many boxes as necessary).

- I am or was involved in a case managed by CMED.
- I am an employee of CMED.
- I used to be an employee of CMED but I'm not any longer.
- I have been both involved in a case managed by CMED and an employee of CMED.
- I have never been involved in a case managed by CMED nor have I ever been an employee of CMED.

To help us give you the right information please describe what information you would like us to look for.

For example, if you would like a copy of a particular file or document then please state this below. If you don't want particular information then please let us know that, too. By narrowing your request you'll help us give it to you more quickly.

If you need more space, please use a separate piece of paper.

Section 4

How would you like us to send you the data?

Please check **one** box only

On CD-Rom (compatible with any computer with a CD or DVD drive) You may still receive part of your report on paper if some of the data isn't held on computer

On paper

Section 5

Declaration

Please sign and date this form before sending it back to us.

I declare that the information given above is correct. If I am acting on behalf of the person named in Section 1, I confirm that I have their authorisation to do so.

Signature

Date

d	d	m	m	y	y	y	y
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