

**Office of the Schools Adjudicator (OSA) subject access request form: parental request on behalf of a child**

General Data Protection Regulation – Subject Access Request Form for people with parental responsibility acting on behalf of a child

The General Data Protection Regulation (GDPR) gives individuals the right to receive a copy of the data/information we hold about them. There are special rules about children and people who have parental responsibility for children. Please read the following sections carefully if you want to make a subject access request on behalf of a child for whom you have parental responsibility[[1]](#footnote-1)

Children who are of sufficient age, maturity and ability to make a request are treated in the same way as adults. For these children, the child alone has the right to ask for and see their personal data. As a general rule, we think that children aged 13 and above are capable of making a subject access request on their own behalf, but whether this is possible will depend upon the ability and maturity of the child in question. A child who is capable of making a subject access request can also ask someone to act on his or her behalf in the same way that that an adult can.

For children who are not of sufficient age, maturity or ability to make a request, and for such children only, a person with parental responsibility can make a subject access request. Such a person can also ask someone else to act on his or her behalf in making a subject access request about a child for whom he or she has parental responsibility. You will need to provide a signed authorisation for this person to act on your behalf.

Please complete this form if you wish to see data about a child for whom you have parental responsibility. You will also need to provide **proof of your identity**. Your request will normally be processed within one month upon receipt of a fully completed form and proof of identity. You must complete sections 1 and 2 for us to process this request. Section 3 must be completed as well if someone is acting on your behalf as the person with parental responsibility

### Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of **two documents** such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

### Administration fee:

OSA’s policy is not to charge for Subject Access Requests. However, a ‘reasonable fee’ may be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information based on the administrative cost of providing the information.

## Section 1

If you have parental responsibility and are making a request on behalf of a child[[2]](#footnote-2) (the data subject), please fill in the details of the child below and not your own.

|  |
| --- |
| Surname / Family Name: |
| First Name(s) / Forenames: |
| Date of Child’s Birth: |
| Address:  Postcode |
| Previous Address:  Postcode |
| Daytime Telephone Number(s): |

|  |
| --- |
| I am enclosing copies of the following documents as proof of the child’s identity  Birth Certificate  Passport |
| If neither of these is available please email the OSA at [osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk) |
| **Personal Information**  If you only want to know what information is held in specific records please indicate in the box below.  Please tell us if you know in which capacity the information is being held. All cases dealt with by the OSA are assigned case numbers. If you know the number of the case that relates to the information being sought, please quote the number in the space provided below. Case information may include personal information provided to the OSA including names, addresses and contact details and may include special category data, for example, a person’s ethnicity or religious beliefs. If you do not know the case number but know the year or date when the case was considered, please tell us the year(s) that you think may be relevant. If you think we may hold information about you which is not related to a specific case, please tell us as much as you can about what information you think we might hold and when we might have collected this information. |
| **Details:** |

## Section 2

Please complete this section of the form with your details as the person with parental responsibility for the child whose information you are seeking.

It is important that you provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

|  |
| --- |
| Title: Mr  Mrs  Ms  Miss  Other |
| Surname / Family Name: |
| First Name(s) / Forenames: |
| Date of Birth: |
| Address:  Postcode |
| Daytime Telephone Number(s): |

**Please provide proof of identity**

|  |
| --- |
| I am enclosing copies of the following documents as proof of identity  Birth Certificate  Driving Licence  Passport  An official letter to my address |
| If none of these is available please email the OSA at [osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk) |

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| --- |
| What is your relationship to the data subject? (e.g. parent, guardian or legal representative) |
| I am enclosing the following copy as proof of parental responsibility and legal authorisation to act on behalf of the data subject:  Parental responsibility agreement  Court order  Child’s birth certificate (if not provided above)  Adoption papers  Other (give details) |

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| **Authorised person – Declaration (if available):**  I confirm that I have parental responsibility for the child who is the data subject. I understand that OSA is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| Name: |
| Signature: |
| Date: |
| **Warning:** a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution. |

## Section 3

Please complete this section of the form with your details if you are an authorised representative, who is not the person with parental responsibility for the child, but is acting on behalf of that person.

It is important that you provide evidence of your identity and proof of your right to act on behalf of the person with parental responsibility for the child who is the data subject.

|  |
| --- |
| Title: Mr  Mrs  Ms  Miss  Other  Name of organisation: |
| Surname / Family Name: |
| First Name(s) / Forenames: |
| Address:  Postcode |
| Daytime Telephone Number(s): |

**Please provide proof of identity.**

|  |
| --- |
| I am enclosing copies of the following documents as proof of identity  Birth certificate  Driving Licence  Passport  An official letter to my address  Note that solicitors can provide proof of identity by means of a letter on their practice letter headed paper and do not need to provide two forms of identity |
| If none of these is available please email the OSA at [osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk) |
| What is your relationship to the person with personal responsibility for the child (e.g. legal representative or friend) |

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| --- |
| I am enclosing a copy of the following as proof of legal authorisation to act on behalf of the person with parental responsibility for the child  Legal agreement with person with parental responsibility  Court order  Signed letter of authority  Other (give details) |
| **Authorised person – Declaration (if available):**  I confirm that I have authorisation to act for the person with responsibility for the child who is the data subject. I understand that OSA is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| Name: |
| Signature: |
| Date: |
| **Warning:** a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution. |

|  |
| --- |
| I wish to:  Receive the information in electronic format  (some files may be too large to transmit electronically and we may have to supply in CD format)  Receive the information by post\*  Collect the information in person  View a copy of the information only  Go through the information with a member of staff  \*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is ‘sensitive’. |

### Please send your completed form and proof of identity to:

Secretary  
Office of the Schools Adjudicator  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE

[osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

OSA will retain the information provided and only share the information with those it is legally entitled to. The information will only be retained for as long as necessary and in accordance with OSA’s retention policy, will be disposed of in a safe and secure manner.

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1. A person with the legal rights and responsibilities of a parent – for more information see: <https://www.gov.uk/parental-rights-responsibilities> [↑](#footnote-ref-1)
2. For children under the age of 13, those with parental responsibility can request access to a child’s personal data [↑](#footnote-ref-2)