

**Application for Solicitor to receive a Client’s Personal**

**Information**

**YOU DO NOT HAVE TO USE THIS FORM - you can send the**

**information requested on this form to** [transparencyteam@essex.gov.uk](mailto:transparencyteam@essex.gov.uk)

**Part 1 – Solicitor Information -** Please complete in **BLOCK CAPITALS**

Full Name ………………………………….. Company name ……….………………

Address ………………………………………………………………………………………………….

Telephone Number …………………..…….Email Address …….……………….…...........

I confirm I have verified the identity of my client(s)

I submit with this application my client(s) consent (including any children aged 12 or over) to access their personal data

If requesting information about a client’s children I confirm I have seen evidence of parental responsibility

**Part 2 – The Data Subject whose personal information you are requesting**

Title …… Surname ………………………………... First Name ………………………………….

Maiden, previous or other names ……………………………………………………………………..

Date of birth ……………………………………………………………………………………………..

Current Address ………………………………………………………………………………………..

Post Code …………………………

Telephone Number. ……………………… Email Address ……………………………………...

If you are requesting personal data of more than one individual, please supply the information above for each individual.

**Part 4 – Details of the information being requested**

Essex County Council is a very large organisation. The more information you can give us about what you want, the quicker we can deal with your request.

Please tell us what information you would like to receive:

|  |  |  |  |
| --- | --- | --- | --- |
| Adult Social Care Records |  | Child Social Care Records |  |
| Complaints made to ECC |  | Adult Safeguarding Enquiries |  |
| Insurance Claims |  | Employment Safeguarding Enquiries |  |
| Highways |  | ECC Employment Records |  |
| Special Educational Needs |  | Other – please specify in box above |  |

‘Other’ please state ………………………………………………………………………………………..

The **timeframe** I am requesting information about is:

From [Date]: To [Date]:

If your request is for a specific record or document, please give details:

If you want to receive emails, please tell us of the names you wish us to search for and the timeframe of the communications:

I would like communications from [enter date] ………………until [enter date]…………………..

I would like communications about the data subject between the following ECC staff:

**PLEASE NOTE: We may discuss with the data subject any information which we consider particularly sensitive. If they agree it is sensitive, we may send the response to them rather than you.**

**Part 5 – Declaration**

I certify the information provided on this form is true. I agree to supply any additional information required to help to identify the information I want.

Name ……………………………….. Signature …………………………….. Date ……..........

***Warning - it is illegal to get or attempt to get personal data you are not entitled to. If this is the case you may face prosecution.***

**Email this completed form to**: [Transparencyteam@essex.gov.uk](mailto:Transparencyteam@essex.gov.uk) with your ID documents.

Alternatively you can post to: Transparency Team, Essex County Council, PO Box 11, County Hall. Chelmsford CM1 1QH.

Data Protection Notice – We will only use this form to handle your request and not keep it longer than is necessary to do so. Full information on how we use personal data can be found at [Privacy and data protection - Essex County Council](https://www.essex.gov.uk/topic/privacy-and-data-protection)