

Ask for copies of your data

You have the right to ask for copies of your personal data we store and use. This is your right of access, also known as making a subject access request or SAR. We'll normally respond at the latest within 4 weeks of receiving your request. There may be times where we need longer or we may need to charge a reasonable fee for admin costs. We'll let you know if this is the case.

You don't have to use this form to ask for copies of your data, but it's helpful for us to know what you're looking for so we can respond fully and promptly.

Please send your completed form to us using the contact details at the bottom of the page.

1. Who's making the request?

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it's reasonable and proportionate. The timescale for responding to your request will start when we receive this.

Your name: _____

Postal address: _____

Date of birth: _____

Telephone No: _____

Email Address: _____

Are you making this request on behalf of someone else?

☐ Yes

☐ No (please move on to section 3)

2. Please provide details of the person you are making the request for

If you're making the request on behalf of someone else, we need to know who they are and their contact details in case we need to get in touch.

Name of other person: _____

Postal address: _____

Date of birth: _____

Telephone No: _____

Email Address: _____

Other contact information for the person you are making a request for

Please tell us what your relationship is to the person you are making a request for:

- ☐ Parent
- ☐ Carer
- ☐ Curator
- ☐ Advocate
- ☐ Solicitor
- ☐ Other: (Please specify below)

You also need to give us proof of your authority to act on their behalf. For example, this could be written authorisation from them or a relevant power of attorney.

Please send proof of authority together with this form when you make your request.

- ☐ Yes, I've got proof of my authority to act on someone else's behalf, and I'll include it with my form.
- ☐ No, I haven't got any proof of authority yet, but will send it at a later date. I understand you can't action my request until you receive this information.

3. How would you like us to respond?

We'll try and respond to you in the way that suits you. Please let us know if you need us to make any adjustments for you (e.g. large font).

☐ Email ☐ Post ☐ Other (please specify)

4. What personal data are you requesting?

If you know exactly what personal data you're looking for, it's helpful if you let us know. For example, if you need a specific email, we could search for this using a particular word or phrase.

Please briefly describe your request in the box below.

5. Is there a date range for the personal data you're asking for?

It's helpful if you're as specific as possible about your request. For example, if you've been engaged with the OCCJ for several months or years, but you only need data about a particular meeting or data from within a specific time period, you could ask for data about that particular meeting or during that time period.

Date from: _____

Date to: _____

6. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the data you're requesting, please include this here. For example, any aliases, alternative names etc. If so please use the box below.

7. Data Subject Declaration

I wish to access my personal data/data about a person I represent (delete as appropriate) processed by the Office of the Children's Commissioner for Jersey.

Please complete part i) or ii)

Part i)

I confirm that I am the Data Subject (person information requested about) and not someone acting on his or her behalf. Please

send me the information I am entitled to under the Subject Access Provisions of the Data Protection (Jersey) Law 2018.

Signed: Date:

Part ii)

I confirm that I am acting on behalf of the Data Subject and they have consented to the disclosure. Please send me the information I am entitled to under the Subject Access Provisions of the Data Protection (Jersey) Law 2018.

Signed: Date:

This section must be completed by the person whom the information is about (including a child over the age of 13). If the information relates to an infant or person incapable of signing, please indicate this.

I confirm that I am the Data Subject and authorise the release of any personal information relating to me to the person named in Part B to whom I have given my consent to act on my behalf.

Signed: Date:

Thank you. We'll be in touch in due course. If you'd like more information about how we use your data, please have a look at our privacy notice [here](#).