



 **Subject Access Request**
Identification & Authorisation Documentation

- Authorisation to act - from data subject or through other legal documentation (e.g. power of attorney, parental responsibility)
- Proof of your identity two official documents as detailed above
- - two official documents as detailed above

If you are a solicitor requesting information on behalf of your client, we will require written confirmation of instruction from the data subject, or person with parental responsibility for a child under 12.

Parents requesting information about their children

If you are a parent requesting information relating to your child(ren) under 16, you may be able to exercise your chil

- Proof of your parental responsibility
- W
own rights request - for the purposes of information rights an approach that is reasonable in many cases is children aged 12 or over
- Proof of your identity two official documents as detailed above
- Proof of identity - two official documents as detailed above

Please note that, in line with ICO guidance we usually expect competent children to make their own request to exercise their own rights and will where possible liaise directly with the child. We may also take steps to validate any authorisation provided or seek further consent from the child before accepting a request.

Example proofs of parental responsibility can include:

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- Court Order naming you as the parent
- Court Order granting you parental responsibility