

TORFAEN
COUNTY BOROUGH COUNCIL
SOCIAL CARE AND HOUSING SERVICES
CHILDREN'S SERVICES



CAN I SEE
MY
FILE?

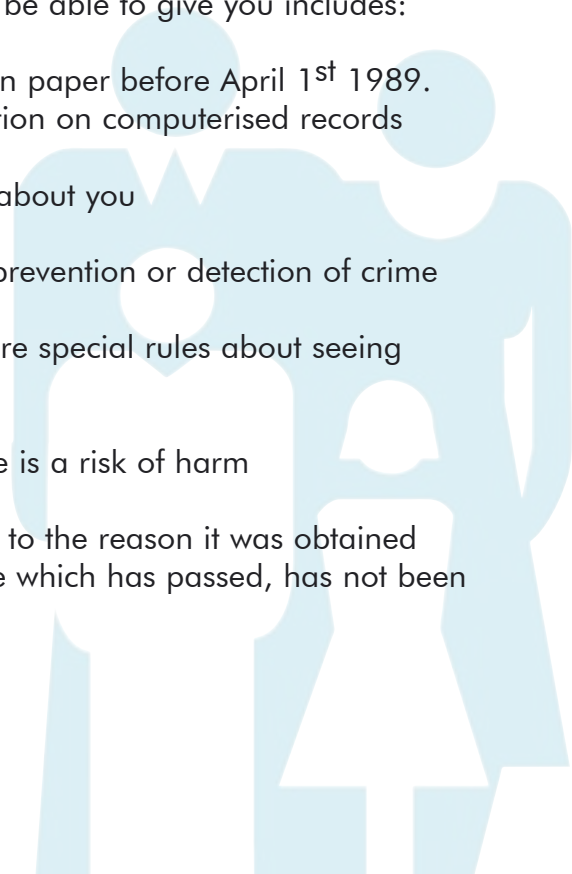
Torfaen Social Services needs to keep records about our work with children and young people.

This information is kept to enable us to arrange services for people and to carry out our legal duties.

The Data Protection Act 1998 gives you the right to see most of the information we keep about you.

The information we might not be able to give you includes:

- ◆ Information recorded on paper before April 1st 1989. There is no date restriction on computerised records
- ◆ Information that is not about you
- ◆ Information about the prevention or detection of crime
- ◆ Adoption files – there are special rules about seeing this information
- ◆ In special cases, if there is a risk of harm
- ◆ Information which, due to the reason it was obtained and the amount of time which has passed, has not been retained by us



Where can I get advice?

Please talk to your parents, your social worker or your foster carer about seeing your file, and what this might mean.

If you would like to talk to someone independent, you can contact the National Youth Advocacy Service (NYAS). Someone will listen to you and help you decide what to do.

Freephone: 0800 616 101

Email: help@nyas.net

Website: www.nyas.net

How do I apply to see my file?

If you would like a copy of the information we hold about you, please complete the form overleaf and return it, with proof of your identity, to:

**Information Manager (Social Services)
Social Care and Housing Services
Torfaen County Borough Council
County Hall
Cwmbran
NP44 2WN**



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REQUEST TO SEE MY PERSONAL FILE

I wish to see the records held about me by Torfaen Social Services.

Full Name
Date of Birth
Your Address
Previous Address (if less than 3 years at above address)
If you are under 18 years old, this form needs to be signed by an adult who knows you:
Adult's Name.....
Address
I confirm that (name of the child or young person) understands what it means to apply to see personal information on his/her file.
Signed.....
Date.....