



## **THIRD PARTY REQUEST TO ACCESS RECORDS CONTAINING SENSITIVE PERSONAL INFORMATION**

### **Data Protection Legislation**

The data we gather and hold is managed in accordance with Data Protection, which requires us to disclose information only to the person about whom it was written. Sailors Childrens Society (formerly known as Newland homes) as the data controller does not have a legal obligation to provide family history information to relatives, however the Trustees feel strongly that we have a moral obligation to share information with descendants whose lives may have been significantly affected and as such will release information to the nearest living surviving relation if the person is deceased.

- **Consent**  
Because of the above, we require signed consent from the nearest surviving relative of the person named in the records and proof that the person named is deceased. The attached form should therefore be completed in full by the appropriate person.
- **Relationship**  
Please remember to make it clear on the form how you are related to the person about whom the information relates. We will only be providing you with information about your relative as the nearest surviving relation if the relevant supporting documentation is received. We will not include any information about their brothers and/or sisters who may have been resident at Newland Homes.
- **Support**  
Reading about your family circumstances may sometimes prove to be difficult. We feel many events and decisions of the past need to be understood in the context of the child care standards and social conditions of many years ago. It concerns us that in sending information in the post to you we are unable to provide either emotional support or explanations of the facts. We therefore ask you to think carefully about who will support you when you read the information we send.

Hull City Archives at the Hull History Centre holds the records of the Sailors Childrens Society and requests to access these records may be made by completing this application form and returning it to the History Centre along with all required documentation and the fee. All relevant documentation will then be passed to the Sailors Childrens Society so we can respond to your enquiry.

Deanne Thomas FCMA  
Chief Executive Officer  
Sailors Childrens Society



**Details of person to whom information is to be sent:**

Name (include title): .....

Address: .....

.....

Daytime Telephone No: .....

Email Address: .....

I am enquiring about: .....

Date of birth .....

Any names by which this person was previously known .....

Who is:, mother, father, grandmother, grandfather .....

When did this person come into Newland Homes (approximately) .....

Please complete the following consent declaration.

I am the nearest surviving direct descendant:

Name: .....

- I understand that only photocopies or transcriptions can be provided (no digital copies)
- I understand that I shall become responsible for compliance with Data Protection Legislation in relation to any processing by me of personal data obtained from the above records and undertake to dispose of this data in an appropriate manner when it is no longer required for my research.

Please outline your research and the relevance of the requested records:

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I enclose documentation (copy death certificate) certifying that the individual I am requesting information about is deceased and proof of my own identity (copy of driving license, passport) as their nearest surviving relative.

OR I enclose documentation (power of attorney) certifying that the individual I am requesting information has given me the authority to act for another person in specified or all legal or financial matters and proof of my own identity (copy of driving license, passport).

I also enclose £34.00 to cover an hour's research fee which includes four A4 copies if relevant. I understand that the History Centre may notify me of any extra costs incurred depending on the amount of copying involved and postal charges.

Payment should ideally accompany your request and can be made by:

- You can make an online payment once you are in receipt of an eight digit enquiry reference number which will be given to you on receipt of your enquiry. The online payments page can be found at: <http://www.hullhistorycentre.org.uk/visit-us/fees-and-charges/online-payments.aspx>
- Cheque, made payable to *Hull Culture and Leisure Ltd.*
- Credit/debit card payments (Mastercard, Visa, Maestro, Switch / Visa Debit or Solo) by phoning 01482 317500, or in person at the History Centre. Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

**IMPORTANT - do not send credit card details by email**

Please return the completed form and all relevant paperwork to Hull History Centre, Worship Street, Hull, HU2 8BG email: [hullhistorycentre@hcandl.co.uk](mailto:hullhistorycentre@hcandl.co.uk)

Name: .....

Signed: .....

Date: .....

Please return the completed form and all relevant paperwork to Hull History Centre, Worship Street, Hull, HU2 8BG email: [hullhistorycentre@hcandl.co.uk](mailto:hullhistorycentre@hcandl.co.uk).

If you need any assistance to complete the form or any questions about the process then please do not hesitate to contact the History Centre on 01482 317500

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Information given by you will be treated in confidence and in accordance with Data Protection legislation. We will not disclose such information to any third parties.

The information may be held electronically and in paper format and could be used in the following ways:

1. To enable us to deal with your enquiry quickly and efficiently
2. Statistical analysis relating to the use of our research service. Such statistical analysis will not identify you individually

This information will be kept for five years after the year of your request and then confidentially destroyed