together we are nugent

Business Support

Access to Records Application Form

Corporate Trustee: Nugent Care 2019 Ltd (Company No: 12227571), Registered Charity 1187072.
Nugent Care Registered Charity: 1187072-1

Document Owner	Data & Communications Manager
Department	Information Systems
Contributing Department/s	
Contributing Individuals	
Date	

1. Your details	
First Name:	
Family Name:	
Previous Names:	
Address: Postcode:	
Phone No:	Date of Birth:
Email address:	

2. Details of the person whose records you are requesting (if different from above)	
First Name:	
Family Name:	
Previous Names:	
Address: Postcode:	
Phone No:	Date of Birth:
Email address:	

3. Details of records to be accessed

Are you seeking any specific piece of information or documents relating to a particular period of time? **YES/NO**

If YES, give details below:

Are these your own records you wish to see? **YES/NO**

If these are not your own records, do you have written authority to act for someone else (e.g. letter of Authority, Lasting Power of Attorney)?

YES / NO

If YES, please attach your written authority to the application.

If you are acting for someone else, please explain why you consider you have the right to act for him/her and for what purpose you require the information.

4. Identification details

Please tick to confirm that you have enclosed **two** of the following documents, one of which must be a photographic ID and the other a recent utility bill, pension book, benefits letter or letter of Authority/Lasting Power of Attorney.

Please do not send original documents – we will accept good photocopies.

☐ Driving License	☐ Passport	☐ Utility Bill (bank statement)
☐ Pension Book	☐ Benefits Letter	☐ LOA / LPA

5. Declaration

I understand that I may be asked for additional information to establish my identity or that of whose records I am applying to see.

I understand that I may be contacted to provide additional details to help locate the information requested. I give my permission to contact my doctor or Social Worker if this is considered necessary.

I understand the Access to Records process will take a maximum of 30 consecutive days to complete.

If you feel that you have other information that may assist in a speedy access please include it on a separate sheet.

Signed: ..... Date: .....

Please send your completed form to:

Governance, Nugent, 99 Edge Lane, Liverpool L7 2PE.

Or email to: Governance@WeAreNugent.org