

LONDON BOROUGH OF SUTTON (SAR) SUBJECT ACCESS REQUEST

For young people who are under aged 18, in care or leaving care who would like to access their personal information.

1) WHAT IS A SAR?

A SAR (Subject Access Request) is a request to see a copy of the information held about you. You have the right to see the information we hold on file and there is a legal process to follow to obtain this information.

2) WHO DO I CONTACT TO MAKE A SAR?

You will need to contact the London Borough of Sutton Customer Care Team. This can be done by emailing foi@sutton.gov.uk. A member of staff will contact you to guide you through the process.

Before you contact us, it's a good idea to think about what time period you wish to look at and whether there is anything in particular you want to view.

3) WHO CAN SUPPORT ME TO MAKE A SAR?

When requesting access to your records, you can receive support from your social worker, personal advisor, advocate, friend or family member.

If you need an advocate, contact the Volunteer Centre Sutton: advocacy@vcsutton.org.uk or call **020 8661 5900** and ask for the **MAPS Advocacy Team**.

4) WHO WILL SUPPORT ME WHEN I GET ACCESS TO MY RECORDS?

Once the information has been copied, you may need support when reading your records as some parts may be upsetting. A qualified Social Worker will support you with this and you can also bring a friend or advocate with you to the meeting.