

Our ref:  
**Please quote our reference on ALL correspondence**

Your ref:

Date:

**BY EMAIL**

Fill out name, address and email address

Dear .....

**Re: Request for Material – Manchester Children’s Services Records – NAME OF CHILD / DATE OF BIRTH**

I acknowledge receipt of your letter emailed on ..... and receipt of the signed consent form on ..... The letter requests material relating to the above named individual held by Manchester Children’s Services that may be relevant in the criminal investigation regarding .....*name of defendant*....., who has been arrested/charged with .....

I confirm that Manchester Children’s Services do hold some records for .....*name of child*..... Within the records there is some material that may be relevant to the investigation, as set out in the above-mentioned letter from GMP. The potentially relevant information from the records is detailed on an schedule of documents which will be provided to you along with the requested material. Where potentially relevant information is duplicated, it has not been flagged.

The above mentioned material is now available for you to collect in person or by an identified courier. Please contact me to arrange collection.

**\*The material disclosed is sensitive and is protected. You are not permitted to share the documents or the information contained therein with any third party other than with your legal advisor or Crown Prosecution Lawyer.**

OTHER PARAGRAPHS WHICH YOU MAY REQUIRE.....PLEASE DELETE AS NECESSARY.....

- Please note some information from Case Conference Minutes is being provided to you on the basis that GMP were involved in the Conferences and will have been provided with a copy of the minutes at the time of the Conferences.
- Please also be aware that the following agencies / contacts have been identified as being previously / currently involved with....CHILD.... (if you wish to seek any disclosure from them you must contact them directly):
  1. ....example, Barnardos / CAHMS / Other Local Authority, etc
- As you may already be aware .....CHILD..... was subject to care proceedings in the Manchester County Court. The case number was ....., ....CHILD..... was made

subject to a Care Order on ..... Please ensure you are aware that I cannot disclose some records which are court documents and formed part of the proceedings under the Protocol. You must make the appropriate C2 application to court to seek disclosure of any court documents.

- Please also note that a medical report was prepared in relation to .....CHILD....., dated ..... The report was prepared by Dr XXXXXX, .....fill out address..... If you wish to seek disclosure of this report you would need to contact the author directly.

The local authority reserves the right at their discretion to levy a charge for time access to files, spent and copying charges. A charge has not been made on this occasion.

The Greater Manchester Police undertake to: -

1. Only use any personal information supplied for the purpose(s) stated in the Request for disclosure of material held by ..... Council dated .....
2. Ensure appropriate technical and organisational measures are in place to prevent unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to, personal data.
3. Comply with the data protection principles contained in the Data Protection Act 1998.
4. Amend the data to correct any later inaccuracies identified by the originating data controller.
5. Permanently and securely destroy personal information once it is no longer required for the purpose(s) stated in the Request for disclosure of material held by ..... Council dated .....
6. Not to share/disclose the personal information to any other person or organisation other than the Greater Manchester Police's legal advisor and/or a Crown Prosecution Service lawyer.
7. Consult the originating data controller on any access related requests relating to the personal information within 7 working days of receipt.

**Finally, it is agreed between the Local Authority, GMP and CPS that you will provide a copy of this letter to the CPS Lawyer in the case when providing them with a copy of any material disclosed.**

Yours sincerely