subject access request form

Date of issue: 05/12/2023

1. Data Subject (person who information is about)

|  |  |
| --- | --- |
| Title  |  |
| Name  |  |
| Date of birth  |  |
| Year group (if child or young person) |  |

2. Person making the request

|  |  |
| --- | --- |
| Name  |  |
| Date of birth  |  |
| Address  |  |
| Email Address  |  |
| Contact phone number  |  |
| Identification Evidence Provided (if required) Passport  Driving licence  Or: 2 forms of Utility bill within last 3 months.  Bank statements of last three months. Council Tax bill in the last 12 months.Rent book  |  |

3. Status of person making request

|  |  |
| --- | --- |
| Parent or person with Parental Responsibility (PR)  |  |
| Are you acting on their written authority (please provide a copy of the consent)  |  |
| If not the parent or with PR, what is your role?  |  |

4. Details of Data Requested

5. Declaration

I, [ADD YOUR NAME] hereby request that [ADD THE NAME OF THE SCHOOL] provide the data requested about me.

Signature: 

Dated:  

OR

I, [ADD YOUR NAME] hereby request that [ADD THE NAME OF THE SCHOOL] provide the data requested about [ADD THE CHILD’S NAME] on the basis of the authority that I have provided.

Signature: 

Dated:  