# Subject Access Request – form

## Data subject (individual who the information is about)

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

## Individual making the request

|  |  |
| --- | --- |
| Name |  |
| Date of birth  |  |
| Address |  |
| Email address |  |
| Contact phone number |  |
| Identification evidence provided (if required)Valid identification includes:* passport driving licence
* two forms of utility bill within last 3 months B
* bank statement of last three months
* council tax bill
* rent book
 |  |

## Status of individual making the request

|  |  |
| --- | --- |
| Parent/carer with parent responsibility (PR) |  |
| Are you acting on their written authority (please provide a copyof the consent) |  |
| Date of birth  |  |
| If not the parent or with PR,what is your role? |  |

## Details of data requested

|  |
| --- |
|  |

## Declaration

I, ……………………………………………………, hereby request that [insert name school/academy] provide the data requested about me.

Signature:

Dated:

I, ……………………………………………………, hereby request that [insert name school/academy] provide the data requested about ………………………………………… [child’s name] on the basis of the authority that I have provided.

Signature:

Dated: