

Application to make a subject access request under the Data Protection Act 2018

**If you are a parent seeking access to your child's official educational records please contact the school office. A subject access request is not necessary for this.**

The person who the personal data relates to is known as the data subject and the person who is making the request is known as the applicant. These can of course be the same person depending on the personal data sought. If you are a parent seeking access to your child's official educational records please contact the school office. The information you provide on this form will be used only for the purposes of processing your request.

**1. Details of applicant / representative**

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

I am also the data subject.

Please tick.  Yes. Go to section 3  No. Go to section 2

**2. Details of data subject**

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

### 3. Details of information being requested

Please provide a clear description of the information you are requesting including, dates, departments and/or any additional information which will enable us to locate it.

*Continue on separate sheet if required*

### 4. Proof of identity / consent

Please send us copies of two documents that prove who you are.  
One must be photographic (such as a valid passport or driving licence) and;  
One must prove your current address (such as a recent electricity bill, or council tax bill).

Alternatively if you are in regular contact with the school, you may wish to arrange an appointment to confirm identification in person. However, proof of address will be required regardless unless collection of information will be in person also.

Please tick either:-

- The information requested is about myself.
- I am the parent / guardian requesting access to my child's personal data who under 12 years of age. (Please note that in exceptional circumstances, consent may be required)
- I am representing another individual
- In addition to the above identification required in 5.1**, please send us one form of identification and written permission from the person that the information is about, saying that we can give you their information.

### 5. Declaration

I am the person named in section one of this form and the information I have supplied is accurate. I am asking for personal information held by the school about me / the named person under the provisions of the Data Protection Act 2018.

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Print \_\_\_\_\_

### Office use

Receipt date		Reference:	
ID required / received		Received by	
FEE required / received		Proof of address required / received	