

## Appendix 1 **Subject Access Request Form**

### **Data Subject (person who information is about)**

Title	
Name	
Date of Birth	
Year group (if child or young person)	

### **Person making the request**

Name	
Date of Birth	
Address	
Email Address	
Contact phone no	
Identification Evidence Provided (if required ) Passport Driving licence Or two forms of Utility bill within last 3 months Bank statement of last three months Council Tax bill Rent book	

### **Status of person making request**

Parent or person with Parental Responsibility	
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?	

### **Details of Data Requested**

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**Declaration**

I, ....., hereby request that St Bartholomew's C of E Primary School provide the data requested about me.

Signature:

Dated:

I, ....., hereby request that St Bartholomew's C of E Primary School provide the data requested about .....(insert child's name) on the basis of the authority that I have provided.

Signature:

Dated: