



**St Bartholomew's C of E Primary School
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

The school has a legal duty to carry out a reasonable and proportionate search. Providing a clear and detailed request helps the school fulfil this obligation promptly and reduces the likelihood of delays caused by us requiring further clarification from you.

To assist you in accessing the information you need, the school have listed key records which may be held on our files. Please indicate what information you require or provide specific details of your request within the box below.

Details of Data Requested

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: