

SUBJECT ACCESS REQUEST FORM

Data Subject (person who information is about)

Title	
Full name	
Date of Birth	
Address	
Year group: (if a child or young person)	
School or Academy	

Person making the request

Full name	
Date of Birth	
Address	
Email Address	
Contact phone number	
Identification Evidence Provided (if required): Passport or Driving licence, or two of: <ul style="list-style-type: none"> • Utility bill within the last 3 months • Bank statement within the last 3 months, • Council Tax bill within the last 12 months • Current rent book 	Yes / No

Status of the person making request

Are you the parent or person with parental responsibility?	Yes / No / NA (please delete)
Are No, you acting on their written authority? If Yes. please provide a copy of the consent as we will not be able to process you request with this	Yes / No / NA (please delete)
If you are not the parent or with parental responsibility what is your role / relationship?	

Details of Data Requested**Declaration**

I,, hereby request that you provide the data requested above about me.

Signature:.....

Date:.....

I,, hereby request that you provide the data requested above about(child's name) on the basis of the authority that I have provided.

Signature:.....

Date:.....