



## Subject Access Request Form

### 1. \*YOUR DETAILS (BLOCK CAPITALS PLEASE)

Surname:	First names:
Title:	Any other names used (e.g. maiden name):
Date of birth:	
Current address:	Previous address:
Postcode:	Postcode:
Daytime telephone number:	
Email address:	

\*You will be asked to provide proof of your identity and address. Please see the Guidance Notes attached.

### 2. WHOSE INFORMATION ARE YOU REQUESTING? (Please tick relevant box)

- My own
- Someone else's
- Both my own and someone else's

### 3. \*IF YOU ARE REQUESTING SOMEONE ELSE'S INFORMATION, TO WHOM DOES IT RELATE?

(Please provide their details)

Surname:	First names:
Title:	Any other names used (e.g. maiden name):
Date of birth:	
Current address:	Previous address:
Postcode:	Postcode:
Daytime telephone number:	
Email address:	

**Your relationship to this person (please tick the relevant box)**

- Mother
- Father
- Carer
- Other (please explain below)

\*You will be asked to provide proof of entitlement to request information on someone else's behalf.

Please see the Guidance Notes attached.

**4. DETAILS OF THE INFORMATION YOU ARE REQUESTING:**

**Please describe the type of information you want to see:**

**Which people do you think hold the information you are requesting:**

**5. PROOF OF IDENTIFICATION AND ENTITLEMENT**

Documents provided as proof of identity (please see the Guidance Notes):

- Passport or photo ID driving licence
- Birth certificate
- Bank statement
- Recent utility bill (original, less than 3 months old)
- Change of name documents (original)

Signature of applicant:	Date:
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## Subject Access Request Guidance Notes

1. **Personal Details:** Please complete your personal details as requested. Please tell us if you have been known by any other name and if you have lived at your previous address for less than two years please provide your previous address. If you are requesting historical information, then provide as many details as possible, for example previous addresses with dates. Use a separate sheet of paper if required.
2. **Details of the information you require:** You should give as much detail as possible about the information you want us to provide and the people you think might hold the information to assist us in our data search.
3. **Proof of identification:** Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, e.g. a recent utility bill (less than three months old) or a bank statement showing your name *and* address and an original piece of photo documentation such as a passport or photo ID driving licence. If you have changed your name please provide proof of this. All documents must be originals, photocopies will not be accepted.
4. **Keep your documents secure:** Documents may be brought into school or sent to us in the post. Always send these important original documents by Recorded, Special or Registered post. The school cannot be held liable for any documents lost in the post.
5. **Proof of entitlement:** Under the Data Protection Act, only the data subject has the right to ask to see their own records. All individuals aged 16 or over should make their own subject access requests if they have the mental capacity to make their own decisions (in this context mental capacity is defined as in the Mental Capacity Act 2005) unless they appoint someone else to make the request on their behalf.
6. **Making a request on behalf of someone else:** People making subject access requests on behalf of someone else need to demonstrate that they have the right to do so and we have listed the categories and proof required below. \*Please note that if you make a subject access request on behalf of a child or young person aged 12 to 15 years old, we may independently seek their consent to release the documents to you, even if you have parental responsibility for them. This means we may not disclose the information to you if they refuse their consent.
7. **A birth parent making a subject access request on behalf of their child aged below 16 years:**
  - **Birth mother:** Child's birth certificate.
  - **Birth father (married to the birth mother of the child):** Child's birth certificate and birth parent's marriage certificate.
  - **Birth father (unmarried to the birth mother of the child) for children born before 1 December 2003:** Child's birth certificate showing registration or re-registration of the birth after 1 December 2003 naming the birth father as the child's father **or** Parental Responsibility Order granted by Court **or** Residence Order granted by Court **or** proof of being appointed the child's Guardian by Court, by child's birth mother or other Guardian **or** Parental Responsibility Agreement with the birth mother.
  - **Birth father (unmarried to the birth mother of the child) for children born after 1 December 2003:** Child's birth certificate naming the birth father **or** Parental Responsibility Order granted by Court **or** Residence Order granted by Court **or** proof

of being appointed the child's Guardian by Court, by child's birth mother or other Guardian **or** Parental Responsibility Agreement with the birth mother.

**8. An adoptive parent making a subject access request on behalf of their child aged below 16 years:**

- The Adoption Order

**9. A person who is not the child's parent making a subject access request on behalf of their child aged below 16 years:**

- Residence Order granted by the Court **or**
- Special Guardianship Order granted by the Court **or**
- Proof of permission to make the subject access request, a signed letter or consent form from a person with parental responsibility and/or the child if the child is 12 years or older

**10. A person making a subject access request on behalf of a person aged 16 years or over:**

- We require proof of permission to make the request on their behalf, such as a signed letter or consent form from the person. We may contact the person for confirmation that we can release the information to you.

**11. A person making a subject access request on behalf of a person lacking mental capacity aged 16 years or over:**

- For a young person aged 16 – 17 years old we require proof of parental responsibility, as given in sections 5 and 6, or if you are a carer as in section 7 we require a Residence Order granted by the Court or a Special Guardianship Order granted by the Court.
- For persons aged 18 or over we require proof of a valid Lasting Power of Attorney **or** an Enduring Power of Attorney **or** proof of a Court appointed Deputyship.