

Subject Access Request Application Form

Application to make a Subject Access Request under Section 7 of the Data Protection Act 1998

The person who the personal data is about, is 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.

1. Details of applicant/representative

First Name: **Surname:**.....

Address:
.....
..... **Post Code:**.....

Telephone: **Email:**.....

I am also the Data Subject - If No go to Section 2 if Yes go to Section 3

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 and any information which will enable us to locate it.



4. Fee

A £10 processing fee is required for requests for personal data. We will not accept cash. Cheques should be made payable to Keskowethyans Multi Academy Trust and sent with this form to:
The Business Manager, St. Keverne Primary School, School Hill, St. Keverne, Helston. TR12 6NQ

5. Proof of identity/consent

Please provide us with two documents that prove who you are.
 One must be photographic (such as a passport or driving licence) and one must prove your current address (such as a recent utility or council tax bill) dated within 3 the last three months.

Please circle either:

- **The information requested is about myself**
- **I am the parent/guardian requesting access to my child's personal data. (Please note that the Data Protection Act requires us to assess competency which is why we require parental consent)**
- **I am representing another individual**

In addition to the required identification outlined above, please send us one form of identification and written permission from the person that the information is about, stating that we can give you their information. Please note that in some circumstances we may need to verify authenticity.

6. Declaration

I am the person named in Section 1 of this form and the information I have supplied is accurate. I am asking for personal information held by the MAT about me / the named person under the provisions of Section 7 and am aware that the unlawful obtaining of personal data is an offence under Section 55 of the Data Protection Act 1998.

Signed..... Print Name.....

Date.....

For Office Use Only

Receipt Date		Reference	
ID required / received		Received by	
Fee required / received		Proof of address required/received	

