



## Subject Access Request Form Data Protection Act 1998

Please refer to the explanatory notes before completing this form. If you are **only** requesting CCTV images please use the separate CCTV subject access request form.

If you are requesting your own personal data please complete sections 1 – 4 only. If you are giving permission for someone else to access your personal data on your behalf, please complete all sections **except** section 4. Please write clearly using pen. If you are unable to complete this form for any reason, please email the [Data Protection and Freedom of Information Officer](#) for assistance.

### Section 1 – Your details

Surname:	
First names:	
Previously known as (if applicable):	
Address:	
Post Code:	
Date of birth:	
Telephone number:	
Email:	

If you have lived at this address for less than two years please provide previous address below:

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## Section 2 – Personal data requested

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary):


## Section 3 - Additional information required

You must provide:

- two different documents as evidence of your name and current address (we only accept **copies** of these through the post which will be securely destroyed once we have verified your identity; however we reserve the right to ask to see original documents); and

## Section 4 - Declaration of data subject

I confirm that I am the data subject named in Section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signed:	Date:
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## Section 5 - Declaration of data subject for agent to act on their behalf

I confirm that I am the data subject named in Section 1. I give permission for the person or organisation named below to act on my behalf in relation to my subject access request. I have enclosed the evidence of my identity

referred to in Section 3 and confirm that I want my personal data to be sent to my representative at the address below. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signed (data subject):	Date:
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Name of agent:	
Relationship to data subject:	
Address:	
Post Code:	
Telephone number:	

**Returning your completed form to the school office.**