# 

# 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 Number:** |  |
| **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:** | YES/NO |
| **Are you acting on their written authority (please provide a copy**  **of the consent)** | YES/NO |
| **If not the parent or with PR,**  **what is your role?** |  |

**Details of Data Requested**

**Declaration**

**For individuals requesting data about themselves:**

I, …………………………………………………….., hereby request that Stanley St Andrew’s Church of England Primary School provide the data requested about me.

Signature:…………………………………………………………………. Dated:…………………………………….

**For individuals requesting data about a child:**

I, …………………………………………………….., hereby request that Stanley St Andrew’s Church of England Primary School provide provide the data requested about ………………………………………………..(insert child’s name) on the basis of the authority that I have provided.

Signature:…………………………………………………………………. Dated:…………………………………….

Please return this form (along with any required consent and/or identification) to:

School Business Assistant

Stanley St Andrew’s Church of England Primary School

Station Road

Stanley

Derbyshire

DE7 6FB

**Data Protection:** Information which we collect is in line with the UK GDPR and Data Protection Act. How we manage the data and our responsibilities to look after and share data is explained in our Data Protection Policy, Pupil Privacy Notice, and other connected policies, which are available on our website.