



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.