**St Peter’s Church of England (Aided) Primary School**

**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 no |  |
| Identification Evidence Provided (if required )  Passport Driving licence Or two forms of  Utility bill within last 3 months Bank statement of last 3 months  Council Tax bill  Rent book |  |

**Status of person making request**

|  |  |
| --- | --- |
| Parent or person with Parental  Responsibility |  |
| Are you acting on their written authority (please provide a copy  of the consent) |  |
| If not the parent or with PR,  what is your role? |  |

**Details of Data Requested**

**Declaration**

I, ……………………………………………………………….., hereby request that St Peter’s CoE (A) Primary School provide the data requested about me.

Signature: Dated:

I, …………………………………………………………….…….., hereby request that St Peter’s CoE (A) Primary School

provide the data requested about ……………………..…………………………………………….. (insert child’s name) on the basis of the authority that I have provided.

Signature: Dated: