# 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 from:  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 |  |
| 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 Gayton Junior School provide the data requested about me.

Signature: Date:

I, …………………………………………………….., hereby request that Gayton Junior School provide the data requested about

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

Signature: Date: