**SUBJECT ACCESS REQUEST**

Please complete the following form and return it to the school office.

**Data Subject Details**

|  |  |
| --- | --- |
| Name of data subject |  |
| Address (if applicable) |  |
| Telephone |  |
| Email address |  |
| Date of birth |  |
| Details of identification provided to confirm name of data subject in question |  |
| Details of data requested  Please be specific to help us quickly locate the information. |  |

***If the person requesting the information is NOT the data subject, complete the below:***

|  |  |
| --- | --- |
| Are you acting on behalf of the data subject with their written consent or in another legal authority? | Yes/No |
| If ‘Yes’ please state and give details of your relationship with the data subject (e.g. parent, legal guardian or solicitor) |  |
| Has proof been provided to confirm you are legally authorised to obtain the information? (e.g. letter of authority) | Yes/No |

*If you are a parent, please provide proof of parental responsibility. Personal data of a child cannot be released without it.*

**3rd Party Requestor Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address if applicable** |  |
| **Telephone** |  |
| **Email address** |  |

**Declaration**

I hereby request that North Somercotes CE Primary School provide me with the information I have requested about the data subject above.

Name …………………………………………………

Signature: …………………………………………………

Date: …………………………………………………