



Subject Access Request Form

Please write in BLACK in BLOCK CAPITAL LETTERS inside the boxes.

I am the Data Subject (The person the information is about):					<input type="checkbox"/>
OR					
I am acting on behalf of the Data Subject:					<input type="checkbox"/>
Note: If you are seeking information on behalf of someone who is unable to act for themselves, you must explain your relationship, what information you require and why it is required. Please note that information relating to someone else will not be disclosed without the data subject's written consent or an appropriate Court Order or Power of Attorney. Accordingly I enclose:					
The Data Subject's written consent to disclosure of the information requested at Part 2:					<input type="checkbox"/>
A Court Order permitting release of the information requested at Part 2:					<input type="checkbox"/>
My relationship to the data subject is: (Please specify e.g. Doctor/Solicitor/Spouse/Civil Partner/Parent/Sibling)					
Part 1: Data Subject Personal Details					
Surname		Forename(s)		Title	
Date of Birth		Email Address			
Address			Telephone Number		
Please explain your relationship with the school (e.g. past pupil, former staff member)					
Dates attended or worked at St Bernadette's					
Please provide the address you would like the information sent to. If you are completing this form on behalf of someone else, please complete this section too.					
Surname		Forename(s)		Title	
Email Address					
Address			Telephone Number		

Part 2: Information Requested

Please state details about the information you are requesting. Please be as detailed as you can, and where possible, include dates.

For example: I would like to have details from my behaviour record when I attended the school between 2005 and 2009.

St Bernadette's will use the information provided to locate the data sought. Your request will be processed in accordance with the General Data Protection Regulation.

Part 3 – Declaration by Requestor

Name in Capitals:

Signature:

Date:

Verification of identity is required before your request can be processed

I enclose as verification of identity a copy of my

Passport

Driving Licence

Utility Bill

Other

I declare that, to the best of my knowledge, the information I have provided on this form is correct

Signature

Print Name

Date