

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 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 St John the Baptist Primary School provide the data requested about me.

Signature:

Dated:

I,, hereby request that St John the Baptist Primary School provide the data requested about(insert child's name) on the basis of the authority that I have provided.

Signature:

Dated:

Please email the completed form to mgreen@st-john.leicester.sch.uk and office@st-john.leicester.sch.uk or hand the form into the school office.