



# TAFF BARGOED LEARNING PARTNERSHIP

## Subject Access Request

Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Please outline below the information you would like access to regarding your child.

- ☐ Personal Information (i.e. Contact information held in SIMS)
- ☐ Assessment Information
- ☐ ALN information
- ☐ Other (Please State below)

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I would like to have access to the information regarding my child, as outlined above. By signing this request I am giving permission for the school to access and process my child's information in order to share this with me. I am aware of the process that will follow the submission of this subject access request. \*

Signed: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Date: \_\_\_\_\_

For office use only

Date request was received:

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**\*N.B.** Once the school has received your 'Subject Access Request' you will receive a text to confirm the request has been received. This will be sent to the primary contact for the child listed above. The school will arrange a time for you to come to view the information requested. In order for us to ensure that information is only shared with those who have legal responsibility for the child, you will be required to bring the following ID with you before we can grant you access to the information;

- ★ Birth Certificate for the Child
- ★ Verified Photo ID – e.g. Passport, Drivers Licence.
- ★ Letter with Current Address – e.g. bank statement, utilities bill
- ★ Any legal documentation to identify Parental Responsibility (e.g. where there is a Court order in place)