

Subject Access Request Form

This proforma is to be used to make a Subject Request under Section 7 of the Data Protection Act 1998 whereby Data Subjects have the right of access to any personal data held by a Data Controller. In order to comply with your request, the school must be satisfied with the identity of the enquirer. Therefore, would you please complete the following information below in BLACK ink and return your completed form to The Data Protection Manager, Bishop's Hatfield Girls' School. This must be accompanied by proof of identity.

A. Information about the person who is the subject of this data request			
Surname		First name	
Date of birth		Year/Form (if appropriate)	
Address:		Data of interest (please be as specific as possible)	
Post code:			
Does this data request relate to yourself? Please circle yes or no.	Yes - Please complete section C below No - Please complete both Section B and C	Ideally, how would you like to receive the data? (please select)	<ul style="list-style-type: none"> ● Electronically ● Paper in person ● Paper by post

B. Information about the enquirer who is making a request about someone else

Surname		First name	
Title		Relationship to subject	
Address (if different from above): Post code:		Is the subject aware of this request? Yes / No	NOTE: If the subject is aged 12 or over* they must give their consent to release of their data by signing section C. *in exceptional circumstance, the child may not be considered to have capacity and the school should already be aware of this

C. Proof of identity and declaration

Documents provided to prove identity of enquirer

<u>Documents:</u>	<u>Date</u>	<u>Reference</u>
1.		
2.		
3.		

Document provided to prove relationship of enquirer to data subject

1.		
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Enquirer declaration and signature

I declare that I have provided accurate information. I understand that the school has 30 days to comply with this request.	Signed	
	Date	

Data subject consent where aged 12 or over

I understand that the enquirer has requested my data and I consent to the school providing this to them.	Signed (in the presence of school staff)	
	Date	