

Ambition · Pride · Success

**Subject Access Request Form**

This is not a mandatory form, Subject Access Requests made in other formats will also be considered. This form is designed to ensure that we have all the information necessary and to speed up the process.

**Section 1 – Subject Details**

The person whose data we hold and you wish to see. A separate form should be completed for each individual.

|  |  |
| --- | --- |
| Title (please tick one): | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Title (please state): |
| Forename(s): |  |
| Family Name: |  |
| Previous Family Name: |  |
| Other name(s) known by: |  |
| Date of Birth (dd/mm/yyyy): | ……../……./………. Male [ ]  or Female [ ]  |

 **Section 2 – Applicant Details**

The subject or the parent/carer or legal guardian of the subject.

|  |  |
| --- | --- |
| Title (please tick one): | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Title (please state): |
| Forename(s): |  |
| Family Name: |  |
| Current Address: |  |
|  |
|  |
|  |
| Postcode |  |
| Daytime Telephone No: |  |
| Email Address: |  |

**Section 3 – Proof of the applicant’s identity**

|  |
| --- |
| In order to prove the applicant’s identity, please provide copies of two pieces of identification, one of which must be photo identity, and indicate which ones you are supplying. |
| Passport/Travel Document | [ ]  | Utility bill showing current home address | [ ]  |
| Photo driving licence  | [ ]  | Bank statement or Building Society Book  | [ ]  |
| Foreign National Identity Card  | [ ]  | Child under 16 : Full birth certificate | [ ]  |
|  |  | Child under 16 : Court Order(s) | [ ]  |

**Section 4 – Details of Information Required**

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

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**Section 5 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or the parent/carer acting on his/her behalf. I understand that the Haileybury Turnford may need to obtain further information from me/my representative in order to comply with this request.

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |

**Releasing information to a representative**

The applicant may choose to have someone act on their behalf. If this is the case please complete sections 6 and 7 and the representative must also provide proof of their identity.

**Section 6 – Representative Details**

|  |  |
| --- | --- |
| Name of Representative: |  |
| Company Name: |  |
| Address & Postcode: |  |
|  |
|  |
|  |
| Daytime Telephone No: |  |
| Email Address: |  |

**Section 7 – Proof of the Representative’s identity**

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| --- |
| Please provide copies of two pieces of identification, one of which must be photo identity, and indicate which ones you are supplying.  |
| Passport/Travel Document | [ ]  | A letter sent to you by the Passport Office  | [ ]  |
| Photo driving licence | [ ]  | Utility bill showing current home address | [ ]  |
| Foreign National Identity Card | [ ]  | Bank statement or Building Society Book  | [ ]  |

**Section 8 – Authority to release information to a Representative**

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

|  |
| --- |
| I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 1998.  |
| Signature of Applicant: | Date: |
| Signature of Representative: | Date: |