**DELAPRE PRIMARY SCHOOL - SUBJECT ACCESS FORM**

**Data Subject Details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **First Name(s)** |  |
| **Current Address** |  |
| **Telephone (Home)** |  |
| **Mobile**  |  |
| **Telephone (Work)** |  |
| **Date of Birth** |  |
| **Details of identification provided to confirm name of data subject in question** |  |
| **Details of data requested** |  |

**If the person requesting the information is NOT the data subject, complete the details below:**

|  |  |  |
| --- | --- | --- |
| **Are you acting on behalf of the data subject with their written consent or in another legal authority** | **Yes** | **No** |
| **If ‘yes’ please state your relationship with the data subject (e.g. parent, legal guardian etc)** |  |  |
| **Has proof been provided to confirm you are legally authorised to obtain the information**  | **Yes** | **No** |
| **Title** |  |
| **Surname** |  |
| **First Name** |  |
| **Current Address** |  |
|  |
| **Telephone contact details** |  |
| **Email address** |  |

**Declaration**

I hereby request that Delapre Primary School provide me with the information about the data subject overleaf.

Name ………………………………………………………

Signature ……………………………………………………..

Date …………………………………………………….