## Access to personal data request

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Enquirer's Address |  |
| Enquirer's Postcode |  |
| Telephone Number |  |
| Are you the person who is the  subject of the records you are enquiring about | YES / NO |
| If NO, Do you have parental | If YES, |
| responsibility for a child who is |  |
| the "Data Subject" of the records | Name of child or children about whose |
| you are enquiring about? | personal data records you are enquiring |
|  | ……………………………………………………. |
|  | ……………………………………………………. |
|  | ……………………………………………………. |
| Description of Concern / Area of Concern |  |
| Description of Information or  Topic(s) Requested (In your own words) |  |
| Please send reply to |  |

**Data subject declaration**

I request that the Academy search its records based on the information supplied above under Section 7 (1) of the Data Protection Act 1998 and provide a description of the personal data found from the information described in the details outlined above relating to me (or my child/children) being processed by the school.

I agree that the reply period will commence when I have supplied sufficient information to enable the school to perform the search.

I consent to the reply being disclosed and sent to me at my stated address (or to the Despatch Name and Address above who I have authorised to receive such information).

Signature of "Data Subject" (or Subject's Parent) ………………………………………

Name of "Data Subject" (or Subject's Parent) (PRINTED)……………………………… Dated ……………………………