



Rudyard Kipling Primary School and Nursery

Data Protection Policy

Subject Access Request

Section 1: Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Title (please state)	
Forename(s):		
Family Name:		
Date of Birth:		Male <input type="checkbox"/> or Female <input type="checkbox"/>
Address		
Postcode:		
Daytime Telephone No:		
Email Address:		

Section 2: Proof of the applicant's identity

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

List A

List B

Passport/Travel Document	<input type="checkbox"/>	Utility bill showing current address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>		<input type="checkbox"/>

Section 3 – Details of Information Required

Are you the subject of the information in the records you are enquiring about (the 'Data Subject')? Yes ☐ No ☐

Do you have parental responsibility for a child who is the 'Data Subject' of the records you are enquiring about? Yes ☐ No ☐

Name of child or children about whose personal data records you are enquiring.



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Section 3 (continued) – Details of Information Required

Please state the nature of the information you require:

Assessment data (such as test results, teacher assessments, end of year reports).	<input type="checkbox"/>
Attendance information (such as sessions attended, number of absences and absence reasons).	<input type="checkbox"/>
Information regarding payments which have been made or are outstanding	<input type="checkbox"/>
Personal information (such as name, unique pupil number and address)	<input type="checkbox"/>
Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility).	<input type="checkbox"/>
Medical information we hold	<input type="checkbox"/>
Information about additional education interventions carried out by the school.	<input type="checkbox"/>
Information about any special educational needs children may have.	<input type="checkbox"/>
Logs of behavioural incidents and exclusions.	<input type="checkbox"/>
Other (please use the space below to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):	<input type="checkbox"/>

Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the Her Majesty's Passport Office may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:

Date: