



## Subject Access Request Form

**1. Your name:**

**2. Please provide the contact details you would like us to use:**

**3. Are you seeking your own personal information?**

Yes – it is my own data

No - I am making this request on behalf of someone Yes/No

If 'No,' whose personal information are you seeking (please provide their full name):

What is your relationship to them? \*:

*\* If you are making a request on behalf of a child, we may require their authorisation if we believe they have the capacity to understand this request.*

**4. What personal information are you seeking?**

*Please provide as much detail as possible to aid us in our search. e.g. Are you seeking personal information in relation to a specific incident, case, complaint or concern?*

**5. Are there likely to be other people involved in (or related to) your personal information? If so, please provide their names and relationship(s) to you:**

*E.g. someone who wrote personal information about you/the person you are requesting data on behalf of (a partner, another parent, a teacher or other professional) or provided us with personal information about you. We ask this because it helps us understand who these people are and whether they might have any expectations with regards the release of the personal information to you.*

**5. Have you enclosed / attached a copy of your proof of identification and/or authority to make a request on behalf of someone else?**

Yes/No\*

*\*If no, we may seek proof of identification and/or authority at any point.*

*No aspect of your request will be discussed, nor personal information will be disclosed, where there is any doubt about your identification and/or authority to make a request on behalf of someone else.*

**6. How would you like the data provided to you? Electronically, hard copy, or other method (please state):**

Please sign:

Date: