



Data Protection Act 1998

Subject Request Form

While this form does not have to be used, it will help to ensure sufficient information is supplied to comply with the request.

1. Please provide the following details about yourself:

Full name

Address

.....

.....

Tel No Fax No

E-mail:

FEE

A fee of £10.00 (the current statutory maximum under the Data Protection Act 1998) may be payable for each application for information. The School will notify you if this is the case. Please note that in accordance with the Freedom of Information Act 2000 a different fee structure will apply where personal information is contained in unstructured files i.e. a filing system which is not organised in a way that makes it easy to locate information about a particular individual. If your request falls within this category, you will be provided with an estimate of the cost of providing the information before the School starts any work on your behalf.

2. Are you requesting information about yourself or a child of whom you are the parent/guardian?

If so, documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy), birth certificate of the child if appropriate and a stamped addressed envelope for returning the document(s). (Please go to 3 below.)

If a child, please supply their details as follows:

Full name

Date of Birth

Class

3. Please describe the information you seek together with any other relevant information to help us identify the information you require.

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ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution].

I confirm that the information given on this application form is true, and I understand that the School may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature:.....

Date:.....

Please return the completed form to the School Office, along with the following:

- a) Evidence of your identity(ies).
- b) Evidence of the data subject’s identity (if different from (a)).
- c) If applicable, the fee of £10.00 (cheque to be made payable to Barnabas Oley School)

;or

The fee referred to in the Fees Notice issued under the Freedom of Information Act 2000;

- d) Stamped addressed envelope for return of proof of identity/authority document.

Whilst the School must respond to your request for information within 20 working days, please note this time period does not begin to run until all of the above have been received and does not include weekends and school holidays.

Please note: If the data subject provides the School with all the information necessary for the School to comply with their request, the School must comply with it

School to comply with their request, the School must comply with it