

*Ridgeway Infant School is a safe happy, place where everyone does their best!*



## Subject Access Request Record

### Data Subject (person who information is about)

Title	
Name	
Date of Birth	
Year group (if child or young person)	

### Person making the request

Name	
Date of Birth	
Address	
Email Address	
Contact phone no	
Identification Evidence Provided (if required ) Passport Driving licence Or two forms of Utility bill within last 3 months Bank statement of last three months Council Tax bill Rent book	

### Status of person making request

Parent or person with Parental Responsibility	
Are you acting on their written authority (please provide a copy of the consent)	
If not the parent or with PR, what is your role?	

**Details of Data Requested**

**Declaration**

I, ....., hereby request that Ridgeway Infant School provide the data requested about me.

Signature:

Dated:

I, ....., hereby request that Ridgeway Infant School provide the data requested about.....(insert child's name) on the basis of the authority that I have provided.

Signature:

Date:

