**Section 1 – Applicant Details**

|  |  |
| --- | --- |
| Title (please tick one): | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Title (please state): |
| Forename(s): |  |
| Family Name: |  |
| Previous Family Name: |  |
| Other name(s) known by: |  |
| Date of Birth (dd/mm/yyyy): | ……../……./………. Male [ ]  or Female [ ]  |
| Nationality: |  |
| Place of Birth: |  |

 **Section 2 – Applicant Details**

|  |  |
| --- | --- |
| Current Address: |  |
|  |
|  |
|  |
| Postcode |  |
| Daytime Telephone No: |  |
| Email Address: |  |
| Previous Address:  |  |
|  |
|  |
|  |
| Postcode: |  |

**Section 3 – Proof of the applicant’s identity**

|  |
| --- |
| In order to prove the applicant’s identity, we need to see copies of two pieces of identification.**Please DO NOT send an original passport, driving licence or identity card** |
| **List A (photocopy of one from below)**  |  | **List B (plus one original from below) \*** |  |
| Passport/Travel Document | [ ]  | A letter sent to you by the Passport Office  | [ ]  |
| Photo driving licence  | [ ]  | Utility bill showing current home address | [ ]  |
| Foreign National Identity Card  | [ ]  | Bank statement or Building Society Book  | [ ]  |
| Child under 16 : Full birth certificate | [ ]  |  | [ ]  |
| Child under 16 : Court Order(s) | [ ]  |  | [ ]  |
|  | [ ]  |  | [ ]  |

For a child under 16 years of age please provide photocopies of all Court Orders. Please state if there are none

\* Any original documents you send to us will be returned by first class post.

**Section 4 – Details of Information Required**

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

|  |
| --- |
|  |
|  |
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|  |

**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 Micklefield C of E Primary School may need to obtain further information from me/my representative in order to comply with this request.

|  |
| --- |
|  |
| Signature of Applicant: | Date: |

**Section 6 – Representative Details**

(If completed Micklefield C of E Primary School will reply to the address you provide in this section)

|  |  |
| --- | --- |
| Name of Representative: |  |
| Company Name: |  |
| Address & Postcode: |  |
|  |
|  |
|  |
| Daytime Telephone No: |  |
| Email Address: |  |

**Section 7 – Proof of the Representative’s identity**

|  |
| --- |
| Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying. **Please DO NOT send an original passport, driving licence or identity card** |
| **List A (photocopy of one from below)**  |  | **List B (plus one original from below)**  |  |
| Passport/Travel Document | [ ]  | A letter sent to you by the Passport Office  | [ ]  |
| Photo driving licence | [ ]  | Utility bill showing current home address | [ ]  |
| Foreign National Identity Card | [ ]  | Bank statement or Building Society Book  | [ ]  |
|  | [ ]  |  | [ ]  |
|  | [ ]  |  | [ ]  |

**Section 8 – Authority to release information to a Representative**

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

|  |
| --- |
| I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 2018.  |
| Signature of Applicant: | Date: |
| Signature of Representative: | Date: |

**Section 9 – Timescale**

If you have specific reasons for requiring data by a specific date please give details below:

|  |
| --- |
| (a) Date required: |
| (b) Reason  |
|  |