



West Jesmond Primary School

Subject Access Request Form

Subject Access Request Form

Data Subject's Details (person whose information you are requesting)

Title:	
Full Name:	
Date of Birth:	
Address:	
Year Group: (if pupil currently at school)	

Requestor Details

Title:	
Full Name:	
Address:	
Phone Number:	
Email Address:	
Evidence of Identity (eg passport, driving license)	Evidence Provided? YES / NO Details:
Status of Requestor:	Data subject: YES / NO Parent or person with parental responsibility: YES / NO Other: YES / NO If you have selected "yes" for "other", please outline your role here:

Details of Subject Access Request

Details of Data Being Requested:	
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Declaration

I,, hereby request that West Jesmond Primary School provide the data requested about me.

Or

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

Signed: Date: