



Telford Infant School
Subject Access Request Form

Please complete the following form and return to the school office.

A) Data subject details

Title	
Surname	
First Name(s)	
Current Address	
Telephone (home)	
Telephone (work)	
Telephone (mobile)	
Email address	
Date of birth	
Details of identification provided to confirm name of data subject in question	
Details of data requested	

B) If the person requesting the information is NOT the data subject, complete the table below;

Are you acting on behalf of the data subject with their written consent or in another legal authority?	yes	no
If 'yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)		
Has proof been provided to confirm you are legally authorised to obtain the information (e.g. letter of authority)	yes	no

If you are a parent/legal guardian, we need to be provided with proof of parental responsibility before releasing personal data about your child.

Title	
Surname	
First Name(s)	
Current Address	
Telephone (home)	
Telephone (work)	
Telephone (mobile)	
Email address	

C) Declaration

I hereby request that Telford Infant School provide me with the information about the data subject above. I understand that an administration fee* may be payable upon receipt of the information.

Name

Signature

Date

*"where the request is manifestly unfounded or excessive you may charge a "reasonable fee" for the administrative costs of complying with the request." If the organisation processes a large amount, of information about an individual, it can ask them for more information to clarify their request but it should only ask for information that it reasonably needs to find the personal data covered by the request.