

## SUBJECT ACCESS REQUEST (FORM) – PART 1

By completing this form, you are making a subject access request under the General Data Protection Regulation (GDPR) for personal information held about you by Holt Community Primary School that you are eligible to receive. Please complete this form and return it to Holt Community Primary School.

### A) The 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: <i>[Example: Emails between "A" and "B" from 1 May 2017 to 6 September 2017.]</i>	

### B) Declaration of Data Subject

By signing below, you indicate that you are the individual named above. The organisation cannot accept requests regarding your personal data from anyone else including family members – see Part 2. We may need to contact you for further identifying information before responding to your request. You warrant that you are the individual named and will fully indemnify us for all losses and expenses if you are not.

Signature: .....

Date: .....

## SUBJECT ACCESS REQUEST (FORM) – PART 2

### C) Declaration of behalf of Data Subject

*If you are requesting the information on behalf of a data subject, please complete this section:*

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?	Yes	No

Title	
Surname	
First Name(s)	
Current Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email address	

I hereby request that Holt Community Primary School provide me with the information about the data subject above.

Name .....

Signature: .....

Date: .....