

St Aloysius Primary School
Subject Access Request

1. YOUR DETAILS (BLOCK CAPITALS PLEASE)

Surname:	First Names:
Title:	Any other names used (e.g. Maiden Name):
Date of Birth:	
Current Address:	Previous Address:
Postcode:	Postcode:
Daytime Telephone No:	
Email Address:	

*You will be asked to provide proof of your identity and address. Please see guidance notes.

2. WHOSE INFORMATION ARE YOU REQUESTING? (Please tick relevant box)

My Own

Someone else's

Both my own and someone else's

3.* IF YOU ARE REQUESTING SOMEONE ELSE'S INFORMATION, TO WHOM DOES IT RELATE? (Please provide their details)

Surname:	First Names:
Title:	Any other names used (e.g. maiden name)
Date of birth:	
Current address:	Previous address:
Postcode:	Postcode:
Daytime telephone number:	
Email address:	

Your relationship to this person (please tick the relevant box)

Mother

Father

Carer

Other (please explain below)

*You will be asked to provide proof of entitlement to request information on someone else's behalf.

People making a request on behalf of someone else need to demonstrate that they have the right to do so. Please see Guidance Notes.

4. DETAILS OF THE INFORMATION YOU ARE REQUESTING:

Please describe the type of information you want to see:

Which people do you think hold the information you are requesting:

5. PROOF OF IDENTIFICATION AND ENTITLEMENT

Documents provided as proof of identity (please see Guidance Notes):

Passport or photo ID driving licence

Birth Certificate

Bank Statement

Recent utility bill (original, less than 3 months old)

Change of name documents (original)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Signature:	Date:
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