



# THE MINSTER NURSERY AND INFANT SCHOOL

SCHOOL OF INSPIRATION  
DETERMINATION HONOUR BELIEVE  
PREPARING FOR A BRIGHT FUTURE WITH INNOVATIVE AND EXCITING LEARNING

## Subject Access Request Form

### Appendix M of Data Protection & Information Management Policy

The following information is needed to help us give you an accurate response to your enquiry as quickly as possible. If you are completing this form by hand, please complete the form in block capitals using black ink. By law we must respond to you within 1 month of receiving this completed form and proofs of identity.

Details of the person (Data Subject) Please print clearly in ink	
Parent / Carer Surname:	Previous Surname (if app):
Parent First Names:	
Home Address:	Postcode:
Telephone (daytime):	Email (if avail.):

**Please only complete one of the following 5 sections**

Current Pupil	
Pupil Name:	Pupil Surname :
Parent First Names:	Date of Birth:
Year Group:	
Class:	

Former Pupil	
Pupil Name:	Pupil Surname :
Parent First Names:	Date of Birth:
Year Group when left:	
Class when left:	
Last home address when enrolled at this school:	

Current or Former Staff Member	
Date of leaving if left:	Pupil Surname :
Job Title:	Date of Birth:
Employee Number (if known)	
Name when employed by school:	
Previous Address if different from current:	

Other Person with connection to the School	
Please give details if you have another connection with the school. e.g. Applicant for employment, Student Applicant, Customer, Supplier, Consultant, Referee etc.	

On Behalf of Other Person (not child)	
<b>Relationship to data subject: Your relationship with the Data Subject:</b> <i>Please note that if you are acting on behalf of the Data Subject, the School requires evidence of the Data Subject's identity, their written authority, and evidence of your identity.</i>	
Full name:	
Address:	
	Postcode:
Telephone (daytime):	
Signed:	Date:

## What data do you wish to access?

Please specify or describe the document(s) you wish to access, e.g. “*emails identifying me relating to a particular issue between September and November 2016*”

<b>Documents:</b>	
<b>Over what time</b>	

Please tick below the sections/ departments where the documents that you are seeking may be found:

## Checklist of documents that must accompany this request?

1	Completion of Sections 1, 2 & 4 of the request form	<input type="checkbox"/>
2	Evidence of your identity*	<input type="checkbox"/>
3	If you, as the requester, <u>are not the Data Subject</u> :	<input type="checkbox"/>
5	Completion of Section 3 of the request form	<input type="checkbox"/>
6	Written evidence of the Data Subject's consent to disclose information to you	<input type="checkbox"/>

\* Evidence of identity can be a copy of: current passport, Current UK or EEA photo card driving license, original birth certificate, National identity card bearing a photograph of the requestor.

## Consent from Data Subject (to be completed by data subject, if applicable)

Under the terms of the General Data Protection Regulation, I, the data subject of the above described Subject Access Request and give my full and lawful consent for the release of the personal data requested to the named agent above. I am satisfied that they are acting in my best interests and have at no point been coerced into signing this declaration by the named agent or others on behalf of said agent.

I reserve my right at any point to withdraw this declaration and thus halt the transfer of personal data to the agent from the Minster Nursery & Infant School. However, I am fully aware that after the release of information I am unable to evoke my right to retract this declaration.

**Full name:**

**Signed:**

**Date:**

### OFFICE USE ONLY

#### Identity Check – Data Subject and Agent (if applicable)

1 form of photo identification and 1 proof of address for both Data Subject and Agent

Birth Certificate		Passport		Driver's Licence	
Proof of Address		Other			
Consent of Agent					
Verified by:			Date:		
Request Number:					

#### Officer Present at Identity Viewing

**Name:**

**Post:**

**Signed:**

**Date:**