Subject Access Request Form

Request for information under the Data Projection Act 1998
This form should be completed only if you are requesting personal information relating to yourself or on behalf of a third party.

Please complete in block capitals or type.

1. Personal details of the person requesting the information.

Surname:	
Forename:	
Address:	
Telephone number:	
Email	

2. Are you the Data Subject (*i.e. the person whose information you are requesting*)?

Yes ☐ *(Please go straight to question 5)*

No ☐

3. Personal details of the Data Subject (*if different from those at section 1*)

Surname:	
Forename:	
Address:	
Date of birth:	
School attended:	
Telephone number:	
Email:	

4. Please describe your relationship with the Data Subject that leads you to make this request on their behalf.

_____

_____

_____

5. Information requested.

If you would like to see only specific document(s), please describe these below:

_____

_____

_____

_____

6. If you would like a full copy of the personal records held by the school, please tick here ☐

Declaration
I certify that the information given in this application form to the school is true. I understand that it will be necessary for the school to confirm my / the Data Subject's identify and it may be necessary to supply more detailed information if required.

Signature (Parental Responsibility) _____

Print name _____

Date _____

Signature (Pupil 12+) _____

Data Protection Act 1998
The Data Controller is SEN Trust Southend

The details you provide on this form will only be used in connection with your application for the supply of documents and for statistical purposes.

The completed form should be returned to:

Data Request
SEN Trust Southend
Mountdale Gardens
Leigh on Sea
Essex
SS9 4AW

I understand that I will receive acknowledgement of my request within 5 days of receipt. My request will be completed within 30 calendar days in normal circumstances in accordance with the DP Act. However please note that SEN Trust Southend will endeavour to complete your request as soon as is practical within this 30 day period.

Office use only

Received by:	Date:
Acknowledged by:	Date:
Forwarded to:	Date:
Date to be completed by:	
Comments:	