REQUEST FOR PERSONAL INFORMATION

SUBJECT ACCESS REQUEST (SAR)

Return Address:
Data Protection Officer, Market Weighton Infant School, Princess Road, Market Weighton, East Yorkshire, YO43 3EY

Contact details:

Email: mwis@eastriding.gov.uk
Telephone: 01430 873159

SECTION 1 – YOUR DETAILS

Please provide the following details about yourself:

Full Name……....

Any Previous Names……..

Date of Birth……...

Address……...

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Postcode…….

Contact Number……

Email……...

The details provided above will be used to communicate with you about your request. Our default communication method is email. Please indicate your preferred method for receiving your completed request:

Post ☐ Email ☐

The following are required as part of a valid request:

If you are requesting information about yourself you will need to complete **section 3**. If you are requesting information about someone else you will need to complete **sections 2 and 3**.

Two proofs of identity, you and the person you are requesting information about- for example a passport, driving licence. If you are requesting your child's information you will need to supply evidence of parental responsibility e.g. your child's birth certificate. Originals are not required; any copies must be of good quality.

SECTION 2 – OTHER PERSONS DETAILS

If different from section 1 please provide details of person you are requesting on behalf of:

Full Name…….....

Any Previous Names……..

Date of Birth……...

Address……...

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Postcode…….

Please explain briefly why you are requesting the information on their behalf:

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I give consent for the person named in **Section 1** to request and receive my personal information as outlined on this form. I understand that the information and identification supplied will be used to locate the information requested and confirm my identity.

Consent from children under the age of 12 is not normally required - you must however have evidence of parental responsibility.

Signed……Date……..

Print Name…….

* Please use additional page provided if you are requesting information on behalf of more than one person

SECTION 3 – REQUESTED INFORMATION

Please describe the information you require (be specific as possible). Include any other relevant information that will help us find the requested information, such as dates and times of a specific event:

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SECTION 4 - DECLARATION

I have included the following with this form:

☐ Two proofs of identity for the applicant in Section 1

☐ If applicable, two proofs of identity for anyone listed in section 2, or proof of parental responsibility if a child is under the age of 12

I confirm that the information given on this form is correct. I understand that the school has a legal obligation to use this information to locate and provide access to my personal information. This information will not be shared with any other organisation without your permission. It will be held in the UK and retained in line with Market Weighton Infant School's published retention schedule. For more information and or for details of what to do if you are unhappy about how we deal with your request, please visit https://www.marketweightoninfantschool.co.uk/statutory_information/data_protection/data_protection.html

Signed……Date……..

Print Name…….

* SECTION 2 – OTHER PERSONS DETAILS (ADDITIONAL PAGE)

If different from section 1 please provide details of person you are requesting on behalf of:

Full Name…….....

Any Previous Names……..

Date of Birth……...

Address……...

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Postcode…….

Please explain briefly why you are requesting the information on their behalf:

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I give consent for the person named in **Section 1** to request and receive my personal information as outlined on this form. I understand that the information and identification supplied will be used to locate the information requested and confirm my identity.

Consent from children under the age of 12 is not normally required - you must however have evidence of parental responsibility.

Signed……Date……..

Print Name…….