

Brentford School for Girls

Subject Access Request Form

1. Details of the person requesting the information:

Full name: _____

Address: _____

Telephone No: _____

Fax No.: _____

Email: _____

2. Are you the Data Subject? Yes

If you are the data subject please supply evidence of your identity i.e. driving licence, birth certificate or passport and if necessary a stamped addressed envelope for returning the document. please also state your relationship to Brentford School for Girls.

I am a current / former member of staff

I am a current / former student

I am a current / former parent/carer

I am a current/former school Governor

I am none of the above

Please now go to question 5.

Are you the Data Subject? No

Are you acting on behalf of the Data Subject with their written authority? If so, that written authority must be enclosed. Please also state the relationship of the Data Subject at Brentford School for Girls,

The Data Subject is a current/former member of staff

The Data Subject is a current/former member of student

The Data Subject is none of the above

Please now go to question 3 and 4.

Subject Access Request Form – continued

3. Details of the Data Subject (if different from 1)

Full name: _____

Address: _____

Telephone No: _____

Fax No.: _____

Email: _____

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

5. If you wish to see only certain specific documents(s) for example a particular examination report, a school file etc. please describe these below.

6. If you would like a more general search, please note that the school is able to search the following sections for personal data. Please indicate the sections that you would like searched.

School student records

School student SEN records

School staff personnel file

7. Declaration

I _____, certify that the information given on this application form is true. I understand that it is necessary for the School to confirm my/the Data Subject's identity and it may be necessary for more detailed information to be obtained in order to locate the correct information.

Signed: _____

Please return the completed form to Designated Data Controller at the school address.