

## SUBJECT ACCESS REQUEST (FORM)

Please complete the following form and return it to the school office.

### A) Data Subject Details

Title	
Surname	
First Name(s)	
Current Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email address	
Date of birth	
Details of identification provided to confirm name of data subject in question	
Details of data requested – including relevant dates	

***If the person requesting the information is NOT the data subject, complete the below:***

Are you acting on behalf of the data subject with their written consent or in another legal authority?	Yes	No
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)		
Has proof been provided to confirm you are legally authorised to obtain the information?	Yes	No
What authorisation documents have been provided? Eg data subject's signed authority Parental Responsibility Order		



Representative's Details

Title	
Surname	
First Name(s)	
Current Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email address	

**B) Declaration**

I hereby request that ..... School provide me with the information about the data subject above.

Name .....

Signature: .....

Date: .....

**How to get further information, to comment or complain**

If you need further help with your application, or with understanding any information you receive in response, please contact the school.

If you do not receive a reply within a calendar month from your application was acknowledged or the date you supplied any further information requested, contact the member of staff who acknowledged your application.

If you have any queries regarding this form, if you wish to appeal about the information to which you have been given access, or if you wish to make a complaint about the service you have received, please contact the school's Data Protection Officer.

The school's Data Protection Officer is Halton Borough Council and can be contacted by email on [schoolsdpo@halton.gov.uk](mailto:schoolsdpo@halton.gov.uk)



## Aspiring Foundations Federated Nursery Schools



### PRIVACY NOTICE

For a full privacy notice on how your personal data is processed go to the school website:

Dilton - [www.dilton-nur.halton.sch.uk](http://www.dilton-nur.halton.sch.uk)

Warrington Road - [www.warringtonroad.halton.sch.uk](http://www.warringtonroad.halton.sch.uk)