



## Subject Access Request – form

Data subject (individual who the information is about)

Title	
Name	
Date of birth	
Year group (if child or young person)	

### Individual making the request

Name	
Date of birth	
Address	
Email address	
Contact phone number	
Identification evidence provided (if required)	
Valid identification includes: <ul style="list-style-type: none"><li>• passport driving licence</li><li>• two forms of utility bill within last 3 months B</li><li>• bank statement of last three months</li><li>• council tax bill</li><li>• rent book</li></ul>	

### Status of individual making the request

Parent/carer with parent responsibility (PR)	
Are you acting on their written authority (please provide a copy of the consent)	
Date of birth	
If not the parent or with PR, what is your role?	



## Details of data requested

## Declaration

I, ....., hereby request that Saint John Houghton CVA provide the data requested about me.

Signature:

Dated:

I, ....., hereby request that Saint John Houghton CVA provide the data requested about ..... [child's name] on the basis of the authority that I have provided.

Signature:

Dated: