

drb Ignite Multi Academy Trust

SUBJECT ACCESS REQUEST (RECORD)

1. DATA SUBJECT DETAILS:

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>																
Surname																					
First name(s)																					
Current address																					
Telephone number:	Please provide preferred number																				
Home																					
Work																					
Mobile																					
Email address																					
Date of birth																					
Details of two forms of *identification provided to confirm name of data subject: <i>Once approved, if documents were forwarded by post, the school will return them to you by Recorded Delivery.</i>	Please tick which two forms of ID you have provided: <table border="1" data-bbox="630 802 1331 1075"> <thead> <tr> <th>Forms of ID</th> <th>Tick</th> </tr> </thead> <tbody> <tr> <td>Passport</td> <td></td> </tr> <tr> <td>Driving license</td> <td></td> </tr> <tr> <td>Birth certificate</td> <td></td> </tr> <tr> <td>Utility bill (from last 3 months)</td> <td></td> </tr> <tr> <td>Current vehicle registration document</td> <td></td> </tr> <tr> <td>Bank statement (from last 3 months)</td> <td></td> </tr> <tr> <td>Rent book (from last 3 months).</td> <td></td> </tr> </tbody> </table> <p><i>*The above must be original documents.</i></p>					Forms of ID	Tick	Passport		Driving license		Birth certificate		Utility bill (from last 3 months)		Current vehicle registration document		Bank statement (from last 3 months)		Rent book (from last 3 months).	
Forms of ID	Tick																				
Passport																					
Driving license																					
Birth certificate																					
Utility bill (from last 3 months)																					
Current vehicle registration document																					
Bank statement (from last 3 months)																					
Rent book (from last 3 months).																					
Details of data requested:																					

1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their written or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)	

Please enclose proof that you are legally authorised to obtain this information.

(For example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:	Please provide preferred number				
Home					
Work					
Mobile					
Email address					

2. DECLARATION

If you are the Data Subject:

I,, the undersigned and the person identified in (1) above, hereby request that Organisation Name provide me with the data about me identified above.	
Signature:	Date:

If you are not the Data Subject:

I,, the undersigned and the person identified in (1.1) above, hereby request that Organisation Name provide me with the data about the data subject identified in (1) above.	
Signature:	Date:

This form must immediately be forwarded to Organisation Name Data Protection Officer (Alvin Walters): dpo@drbignitemat.co.uk.

Document Control

The Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all/specified members of staff on the School and Trust websites and is published 24/05/18.

This procedure was approved by the Chief Executive Officer (CEO) or Trust Chair and is issued on a version-controlled basis under his signature.

Name	Signature	Date
Richard Martin	<i>Richard Martin</i>	2/5/2018

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Richard Martin	2/5/2018