

DATA PROTECTION ACT 1998

SUBJECT ACCESS REQUEST FORM

Please provide the following details about yourself

Full Name	
Address	
Tel No	Email
<p>FEE - No fee will be charged for the request, but printing, postage and packaging may incur a charge.</p>	
<p>1. Are you requesting information about yourself?</p> <p>If so, you are the data subject and original documentary evidence of your identity is required, i.e. driving licence, birth certificate, passport or medical card and a stamped addressed envelope for returning the document. (Please go to 3 below.)</p> <p>If not, please supply the written consent of the data subject and supply their details as follows:</p>	
Full Name	
Address	
Tel No	Email
<p>2. Please briefly explain why you are requesting this information rather than the data subject.</p>	

3. Please describe the information you seek together with any other relevant information to help us identify the information you require.

ALL APPLICANTS MUST COMPLETE THIS SECTION

(PLEASE NOTE THAT ANY ATTEMPT TO MISLEAD MAY RESULT IN PROSECUTION)

I _____ confirm that the information given on this application form to St. Mary's College is true, and I understand that the school may need more information to confirm my identity/ that of the data subject and to locate the information that I am requesting.

Signature _____

Date _____

Please return the completed form to the Admin Department at St. Mary's College (Cranbrook Avenue, Hull, HU6 7TN), or to The Information Governance Team, Legal Services, Hull City Council, Room 154, The Guildhall, Alfred Gelder Street, Hull, HU1 2AA along with the following:

- a) Original (not photocopies) evidence of your identity(ies)
- b) Evidence of the data subjects identity (if different from (a))
- c) Written consent of the data subject if a pupil over the age of 12 years
- d) Stamped addressed envelope for return of proof of identity/authority document.

Whilst the school and Hull City Council must respond to your request for information within 15 school days for pupils or 40 days for employees, please note this time period does not begin until all of the above have been received.

If you need any assistance to complete the form or any questions about the process then please do not hesitate to contact the school reception staff or Information Governance Team on 300300.