

St Benedict's Catholic College



Application to receive Personal Information held by St Benedict's Catholic College

Date reviewed	August 2026
Version	2026
Date of next review	August 2027

Application to receive Personal Information

You do not have to use this form you can send the information requested on this form to **[email address]** if you prefer.

Part 1 – The Request

Please complete in **BLOCK CAPITALS**

I am the person the information is about ☐ if yes, please tick and then complete Parts 3, 4, 5 and 6

OR

I am acting on behalf of someone else ☐ if yes, please tick and then complete Parts 2, 3, 4, 5 and 6

Part 2 – The information requested is about someone else

☐ I am the child's parent and I enclose proof of parental responsibility

A copy of your child's/children's [FULL](#) birth certificate allows us to confirm your legal entitlement to their information, if you need to order a copy, please go [here](#)

☐ The child is over the age of 12 and I enclose consent to share from the child

OR

☐ I am requesting the information on behalf of someone else

☐ I enclose a consent to share form

If you are requesting information on behalf of someone else, please give **YOUR** details below

Full Name Relationship to data subject

Address

Daytime Telephone Number Email Address

Part 3 – Data Subject - Person that the information relates to

Title Surname First Name

Maiden, previous or other names

Date of birth :

Current Address

Post Code

Telephone Number Email Address

Identification Documents - please select one from each section

Section 1 - Proof of identification

☐

Passport

☐

Driving Licence

☐

Birth Certificate

☐

Other

'Other' please state

Section 2 – If you wish to receive your information by post please provide **proof of address**

☐

Bank Statement

☐

Utility Bill

☐

Other

'Other' please state

Part 4 – Details of the information being requested

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the personal data you wish to receive. For example, you can specify incidents, records, or time periods.

If you wish to receive only certain documents (for example a particular report or record), please describe these below:

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If you require communications data e.g. emails, please advise us of the names you wish to search and the timeframe.

Please note that emails and correspondence sent by you to the school, or received by you from the school, are not routinely included in full, particularly where they do not contain additional personal data beyond what is already known to you.

Providing specific dates, staff names, or topics will help us locate relevant information and respond more efficiently.

I would like to access communications between the dates below:	I would like to access communications about me between the following School staff:
From:	
To:	

Part 5 – Disclosure of Information

How would you prefer to receive your information?

.....

If you have any special needs when viewing information, please state here

.....

Part 6 – Declaration

I certify the information provided on this form is true. I understand the School is not obliged to comply with my request unless they are supplied with such information as they may reasonably require in order to satisfy themselves as to my identity and to locate the information which I seek.

Name Signature Date

Warning – a person who unlawfully obtains, or attempts to obtain, personal information is guilty of a criminal offence and is liable to prosecution.

Send this completed form to: [insert Postal Address and email address]

For queries, please contact the email address above or phone [insert phone number]

Data Protection – The information included on this form will only be used for the purpose of handling your subject access request and will not be kept longer than is necessary to do so.