**Appendix 2**

**Sir Robert Pattinson Academy**

**ACCESS TO PERSONAL DATA REQUEST**

**DATA PROTECTION ACT 1998 Section 7.**

Enquirer’s Surname ……………………………………

Enquirer’s ForeNames……….………………………..

Enquirer’s Address

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

Enquirer’s Postcode ………………..…………………

Telephone Number ……………………………..…….

Are you the person who is the subject of the records you are enquiring about (i.e. the “Data Subject”)? YES/NO *Delete as appropriate*

If NO, Do you have parental responsibility for a child who is the “Data Subject” of the records you are enquiring about? YES/NO *Delete as appropriate*

If YES, please write the name of the child or children about whose personal data records you are enquiring below.

……………………………………………………………………..

……………………………………………………………………..

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……………………………………………………………………..

Additional information.

Please reply to: *(if different from enquirer’s details as stated on this form)*

Name ………………………………………………………………………..

Address…………………….………………………………………………..

Postcode……………………………………………………………………..

I agree that the reply period will commence when I have supplied sufficient information to enable the Academy to perform the search.

Signature of “Data Subject” (or Subject’s Parent) …………………………………………

Name of “Data Subject”(or Subject’s Parent) (PRINTED)

……………………….……………………………………………

Dated …………………….…………………………………….