

Hart Plain Junior School

Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8SA
Telephone: 023 9226 3200 Fax: 023 9226 9235

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Email: adminoffice@hartplain-jun.hants.sch.uk

Headteacher: Mrs Charlotte Faithfull BA (Hons) QTS



This form is available in larger print format if required.

Subject Access Request Form

Request for information under the Data Protection Act 1998

This form should be completed only if you are requesting personal information relating to yourself or on behalf of a third party.

The details you provide on this form will only be used in connection with your application for the supply of documents and for statistical purposes.

Please complete in block capitals or type.

1. Personal details of the person requesting the information.	
Surname:	Forename:
Address:	Postcode:
Email:	Telephone number:
2. Are you the Data Subject (i.e. the person whose information you are requesting)? Please tick the appropriate box.	
Yes <input type="checkbox"/>	No <input type="checkbox"/> (Please go straight to question 5)

3. Personal details of the Data Subject (if different from those at section 1).

Surname:

Forename:

Address:

Postcode:

Date of birth:

School attended:

Telephone number:

Email:

4. Please describe your relationship with the Data Subject that leads you to make this request on their behalf.

5. Information requested

If you would like to see only specific document(s), please describe these below.

6. If you would like a full copy of the personal records held by the school,

please tick here.

Declaration

I certify that the information given in this application form to the school is true. I understand that it will be necessary for the school to confirm my/the Data Subject's identity and it may be necessary to supply more detailed information if required.

Signature (Parental Responsibility)

Print name

Signature (Pupil 12 +)

Date:

The completed form should be returned to:

Data Protection Officer
Hart Plain Junior School
Hart Plain Avenue
Waterlooville
PO8 8SA

I understand that I will receive acknowledgement of my request within one week of receipt. My request will be completed within one month in normal circumstances in accordance with the Data Protection Act. I understand that there is no charge for this service.

For Office Use Only:

Date Received:	
Request Completed by:	
Date completed by:	
Comments:	