

# Castle Donington College

## Subject Access Request Form

### Data Subject (person who information is about)

Title	
Name	
Date of Birth	
Year group (if child or young person)	

### Person making the request

Name	
Date of Birth	
Address	
Email Address	
Contact phone no	
Identification Evidence Provided (if required ) Passport Driving licence Or two forms of Utility bill within last 3 months Bank statement of last three months Council Tax bill Rent book	

### Status of person making request

Parent or person with Parental Responsibility	
Are you acting on their written authority (please provide a copy of the consent)	
If not the parent or with Parental Responsibility, what is your role?	

## Details of Data Requested

I, ....., hereby request that Castle Donington College provide the data requested about ..... on the basis of the authority that I have provided.

I declare that the information I have provided on this form is correct.

Signature:

Date:

## Voluntary Information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don't have to provide any reason and it will have no bearing on the processing of your subject access request):