



<b>5. Details of the Data Subject (if different to 1.)</b>		
Full name		
Date of Birth		
Address		
<b>Tel. No.</b>	<b>Fax No.</b>	<b>E-Mail</b>
<b>6. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.</b>		
<b>7. Please describe the information you require:</b>		
<b>8. Please add any additional details (such as relevant dates, contact names, references etc.)</b>		
<b>9. Does the information requested include information relating to another person (a 3<sup>rd</sup> party)? YES/NO</b>		
<b>10. Do you wish to view the information in person? YES/NO (information will otherwise be supplied in hard copy to the address supplied above)</b>		
<b>Signed</b>	<b>Date</b>	

Please note that it may be necessary to seek further information or proof of identity (of data subject or agent) before the request can be processed. If this is the case, then the statutory 40-day limit on response will start from the date that the Council receives all necessary information and proof. Every effort will be made to provide you with access or send you your details (along with an explanation of any codes or technical terms used) as soon as possible after receipt of your application.

If there is any part of this form you do not understand, or if you need further guidance, please contact the School.

Please return the completed form to the School. The following documents must accompany this application:

- evidence of your identity;
- evidence of the data subject's identity (if different from above) and their authority.