

Subject Access Request form

1. Data Subject details

Title (Mr, Mrs, Miss, etc)	
Surname	
First name	
Current address	
Telephone number	
Email address	
Date of birth	
2 x ID required to confirm name of data subject <ul style="list-style-type: none"> • Passport • Driving License • Birth certificate • Utility bill (last 3 months) • Vehicle Registration document • Bank statement (last 3 months) • Rent book 	
Details of data requested	

1.1 Acting on behalf of a Data Subject

Are you acting on behalf of the data subject with their written or other legal authority?	
If yes, please state your relationship with the data subject (parent, legal guardian or solicitor)	
Please enclose proof of written or legal status for acting on behalf of data subject.	
Title	
Surname	
First name	
Current address	
Telephone number	
Email address	

DECLARATION

I, _____ the undersigned and the person identified in (1) above, request that the GEMS Learning Trust provide me with data about me.

Signature:

Date:

Name of employee completing this form:

Or

I, _____ the undersigned and the person identified in (1.1) above, request the GEMS Learning Trust provide me with data about the person identified in (1) above.

Signature:

Date:

Name of employee completing this form: