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| --- | --- | --- | --- |
| Data Subject (person who the information is about) | | | |
| Full Name: |  | Title: |  |
| Date of Birth: |  | | |
| Year Group (if child or young person): |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requester information: | | | | | |
| Full name: |  | Title: | |  | |
| Date of Birth: |  | Date of request : | |  | |
| Address: |  | | | | |
| Contact telephone number: |  | | Email address: | |  |
| Identification Evidence Provided (if required)  Passport or  Driver’s license  + 2 of the below:  Utility bill dated within last 3 months  Bank statement within last 3 months  Council tax bill dated within last 3 months |  | | | | |
| Parent or person with parental responsibility: |  | | | | |
| Are you acting on their written authority (please provide consent) |  | | | | |
| If none of the above what is your role? |  | | | | |

| Details of the request |
| --- |
|  |

| Declaration: | | | |
| --- | --- | --- | --- |
| I hereby request that Penistone Grammar School provide me the data requested about me, or on the basis of authority that I have provided. | | | |
| Signed: |  | Dated: |  |