



Subject Access Request Form

I am the Data Subject (the person the information is about)	
I am acting on behalf of the Data Subject (if you are acting on behalf of a Data Subject you will need to provide evidence of your relationship with the Data Subject and the authority that you have to make the request on their behalf e.g. evidence of Parental Responsibility, Guardianship or appropriate Court Order of Power of Attorney).	

Name, date of birth, address and telephone number of Data Subject	
Name, date of birth, address and telephone number of person requesting information on behalf of the Data Subject	

<p>Information requested</p> <p>State clearly the specific information that you require with dates if possible e.g <i>I require assessment information about my child between September 2016 and the present day</i></p> <p>Please provide as much information as possible to assist us in locating your data - continue on a separate sheet if required.</p>

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Declaration by requestor
I declare that, to the best of my knowledge, the information I have provided on this form is correct.
Signature:
Name in capitals:
Date: