



In order to prove the applicant's identity, we need to see one copy of a piece of identification. This can be:

- a passport/travel document
- a letter/report sent to you by the school
- photo driving licence (where applicable)
- Child under 16: birth certificate.

These will be securely disposed of when identity is proven.

A parent / carer needs to obtain authority from the applicant before personal data can be released. This representative should obtain the applicants signature below, or provide a separate note of authority.

I hereby give my authority for _____ to make a Subject Access Request on my behalf under the GDPR.

Signature of Applicant: _____ Date _____

Signature of Representative: _____ Date _____

Alleyne's Academy has one month to respond to your request or write to you requesting an extension, which may be applicable if your request is excessive or unfounded. A reasonable fee may also be applicable in these circumstances. If we intend to refuse to respond to your request, we will write to you within one month to inform you and explain why.

For internal use only

Date form received:	Received by:
Passed to:	Date passed on: