

## **Application for personal information** **Data Protection Act 1998**

The Data Protection Act 1998 provides individuals with rights around the personal information held about them.

If you think Ravenscroft CP School holds information on you or someone you are acting on behalf of you can request a copy of the following:

- A copy of the information held about you or someone you are acting on behalf of
- A description of the information being processed
- The purposes the information is being processed
- A list of recipients who the information are/may be disclosed
- An explanation of any codes which are used

The details you give on this form will be shown to staff dealing with your request and will be used to confirm your identity and locate the requested information. It may also be used for statistical and monitoring purposes.

As noted on part 4 of the form, to be able to access the information, you also need to provide evidence of ID and **fee of £10**.

We will try to respond to your request as soon as possible which should be within 40 days from receipt of this form and its required documentation.

Please provide the completed application along with the documents identified in part 4 to the address detailed below. Please note that you do not have to fill out this form, you can also request the information by writing to us but using the form may make the process quicker as it ensures we have the information we need to aid the request:

<b>School Business Manager</b>
Ravenscroft CP School Ebony Way Tower Hill Kirkby L33 1XT

When dealing with your request it may be that you are not entitled to all the information, for example, if a third party is mentioned within your records it may be necessary to get their consent to show their information to you. If this is not possible, for whatever reason, then this information will be redacted (blacked out) from your copy of the information so that you cannot see it.

**Please note:** If you are a parent requesting information on behalf of your child who is under 12, parents or carers will generally act on their behalf. If a child below this age shows they understand what is involved they can request their own information or give permission for you to see it on their behalf. If this is the case then please complete part 3 and 4 of the form. In every case, it is the responsibility of the school to assess whether the child is capable of making the decision. If you require further clarification on this matter please call the School Business Manager on 0151 477 8290.

### Part 1 – Whose information?

I would like to see information about:

<b>Myself</b>		complete Parts 2 and 4
<b>Someone else</b>		complete Parts 3 and 4

### Part 2 – Request for information about myself

Please note that the fields marked with an asterisk \* are required. The other fields are optional and therefore not essential for us to process your application but they may help us find the information more quickly or make it easier to contact you if additional information is required.

<b>*Surname:</b>	
<b>Name at Birth (if applicable):</b>	
<b>Title (Mr/Mrs/Dr/Ms/Miss/Other):</b>	
<b>*Forename(s):</b>	
<b>Date of birth:</b>	
<b>Dates attending school (if applicable):</b>	<b>From:</b> __/__/____ <b>To:</b> __/__/____
<b>*Address:</b>	
<b>*Postcode:</b>	
<b>Contact Telephone number:</b>	
<b>Email address:</b>	
<b>If you have lived at the above address for less than 3 years please provide previous address:</b>	
<b>*What information?</b> Please give us as much information as you can to help us find your records quickly. Tell us what information you would like to see. It will help us if you can say when you were involved with the school and the names of any contacts you may have had.	

### Part 3 – Request for information about someone else

**Please Note** – we will require written authority from the person you are requesting information about, including a signature or other legal documentation (for example parental rights or power of attorney) to confirm this request. You will also need to include evidence of your identity and that of the person you are requesting information about.

### Person who the information is about

Please note that the fields marked with an asterisk \* are required. The other fields are optional and therefore not essential for us to process this application but they may help us find the information more quickly.

*Surname:	
Previous name (if applicable):	
Title (Mr/Mrs/Dr/Ms/Other):	
*Forename(s):	
Date of birth:	
Dates attending school (if applicable):	From: __/__/____ To: __/__/____
*Address:	
*Postcode:	
Contact Telephone number:	
Email address:	
If they have lived at the above address for less than 3 years please provide previous address:	
*What information? Please give us as much information as you can to help us find the records quickly. Tell us what information you would like to see. It will help us if you can say when you were involved with the school and the names of any contacts you may have had.	

### Your details

Full Name:
Address:
Postcode:
Telephone number:
What is your relationship with the person you are requesting information about that leads you to make this request?

### Part 4 – Declaration and documentation (to be completed by all applicants)

I confirm that *\*I am / I am acting on behalf of* the above person. I certify that the information given on this access to personal information form is true. I understand that it is necessary for Ravenscroft CP School to confirm *\*my identity/my identity and that of the person I am*

requesting information about and it may also be necessary to obtain more information in order to locate the correct information.

(\* delete as appropriate)

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide the following, when returning this form:

1. Evidence of your identity including proof of current address (Please provide 2 forms of identity for example a photocopy of your passport and utility bill from the last three months).
2. Evidence of the identity of the person you are requesting information about, including proof of current address if different from 1 above.
3. Signed written authority (if acting on someone's behalf).
4. **Statutory fee of £10. Make cheques payable to 'Ravenscroft CP School' and if you want a receipt for the cheque please also send a self addressed envelope with a note that you want a receipt to be provided.**

Copies of proofs of identity will be accepted if posted but we reserve the right to have sight of original documentation. We recommend, to ensure the information is kept secure, that you deliver the proof of identity documentation by hand however this is your decision.

Please note that any attempt to obtain personal information unlawfully may lead to prosecution. If you are not the subject of the information or lawfully acting on behalf of the subject of the information but are attempting to gain access to information that you are not entitled, you will be in breach of Section 55 of the Data Protection Act 1998.

---

### For official use only

Enquiry number .....

Date received .....