

Subject Access Request Form

Please complete this form to request the personal information that Mill House Day Nursery is processing about you or someone you represent in line with the General Data Protection Regulations (GDPR), Chapter 3, Article 15 (Recitals 63 & 64).

Part 1 - Details about the person who the information relates to ('data subject')

Title:	Surname:	First Name:
Former Surname:		DOB:

Current Address:

Address when engaged with Mill House Day Nursery:

Email address:
Telephone Number:

Nature of relationship with Mill House Day Nursery

- Parent Child Placement Student Supplier or Contractor
Staff Member Other

Please provide a copy of one of the following as proof of 'data subject' identity (tick which applies)

- Driving licence Passport Marriage Certificate Birth certificate
Student/staff ID Other ID (please state)

Please provide a copy of one of the following as proof of 'data subject' address (tick which applies)

- Driving Licence Utility Bill Bank Statement

Part 2 - Are you requesting information about you (are you the data subject)?

- No** – go to part 3 **Yes** – go to part 4

Part 3 – Complete if you are acting on behalf of the data subject (as identified in Part 1)

Title:	Surname:	First Name:
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Current Address:

Email address:
Telephone Number:

Please provide a copy of one of the following as proof of your identity (tick which applies)

Driving Licence

Utility Bill

Bank Statement

You must have legal authority to request the data subject's information. Please provide a copy of ONE of the following:

Letter of authority

Lasting power of attorney

Other (please specify)

Part 4 - Details of information being requested (continue on a separate sheet of paper if necessary)

Part 5 - Declaration

I certify that the information provided on this form is true and correct.

Name (Print):

Signature:

Date:

Part 6 - Submission of request

Information is generally provided free of charge. A reasonable administration fee may be charged if the request is deemed to be excessive.

The completed application form and proof of identity and/or consent may be scanned and emailed to our Data Protection Officer via this email address: dpa@millhousedaynursery.org.uk.

Alternatively you may submit your request by post to:

Data Protection Officer
Mill House Day Nursery, Mill House, 44 – 46 Mill Green Road, Mitcham, Surrey CR4 4HY

We will respond to your request no later than one month after the date that it has been received.

Please note that FutureWorks reserves the right to obscure or suppress information that relates to other third parties.

Part 7 - Checklist – ensure you have:

- Enclosed proof of identity of the data subject
- Enclosed proof of authority to act on behalf of the data subject (if required)
- Enclosed proof of your identity if acting on behalf of the data subject (if required)
- Provided sufficient details for Mill House Day Nursery to locate the information you have requested
- Signed and dated this form