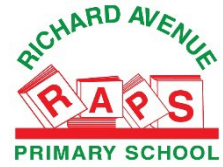


DISCLOSURE OF INFORMATION

Under the Data Protection Act 2018



Section 1 – Requesting Organisation to complete

To Date

Requesting Organisation Your Ref

Please specify the information required e.g. confirmation of a parental address, list of pupil names in Y2 etc.

Please specify any relevant **legislation** (including section) which entitles you to the requested information.

Please explain how the requested information is **necessary** for the purpose(s) stated.

Please email completed form to gdpr@richardavenue.co.uk

Declaration

We confirm that the personal data requested above is required for the reason(s) and legislation cited and it will only be used for the purposes stated. Failure to provide the information will be, in our view likely to prejudice that purpose. The information will be held securely at all times and will be destroyed once no longer required.

Name of requesting officer

Signature

Job Title

Telephone Number

Authorising Manager

Job Title

Signature

Please send me the information by Email

Post

To

I refer to the information requested overleaf. I can provide the following information in relation to your request.

Section 2 – School/Academy to complete

Name of Officer
providing information

Job Title

Date

Please return this form to:

If you would like help completing this form please contact:

Richard Avenue Primary School
Hurstwood Road
Sunderland
SR4 7LQ
gdpr@richardavenue.co.uk
0191 500 7990