

# Form of Authority for 3<sup>rd</sup> Party Consent

## General Data Protection Regulations 2016

### 1. Personal details of Data Subject

Salutation:

Mr  Mrs  Ms   
Miss  Other

Surname / Family name:

First Name(s)/Forenames:

Date of Birth: (dd/mm/yyyy)

Address:

Daytime telephone number:

Email address:

### 2. Proof of identity and completion instructions

When releasing a subject's data, we have to be sure that we are releasing personal data only to those who are entitled to it. We may therefore carry out checks to confirm your identity or that of a 3rd party before releasing any personal data.

Please return this form securely to the following address, marking it as confidential and for the attention of the Data Protection Officer:

**Data Protection Officer**  
**St Benedict's Catholic School**  
Beetons Way  
Bury St Edmunds  
Suffolk, IP32 6RH

<http://www.st-benedicts.suffolk.sch.uk>  
Tel: 01284 753512  
Fax: 01284 701927  
Email: [SubjectAccessRequest@st-benedicts.suffolk.sch.uk](mailto:SubjectAccessRequest@st-benedicts.suffolk.sch.uk)

### 3. Personal details of the Data Subjects representative

Salutation:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>
Surname / Family name:	<input type="text"/>
First Name(s)/Forenames:	<input type="text"/>
Date of Birth: (dd/mm/yyyy)	<input type="text"/>
Address:	<input type="text"/>
Daytime telephone number:	<input type="text"/>
Email address:	<input type="text"/>
Company:	<input type="text"/>
Job title:	<input type="text"/>
Relationship to data subject:	<input type="text"/>

### 4. Data Subject Declaration:

I hereby consent to and authorise the disclosure of all records (including records which may contain sensitive personal data e.g. medical information) held by the school about me to the 3<sup>rd</sup> Party nominated in this form.

Name:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/>

**Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.**