

St Modwen's Catholic Primary School



Information Access Request Form

Pupil / Individual Name	
DoB	
Date info requested	
Who was the requester?	
How were they positively identified?	
What information was requested?	
Basis for the request?	
Was information disclosed? Yes/ No	
Reason for decision	
What was disclosed?	
If CP or Criminal concern is this whole record confidential? Give reasons and make clear on system	
Authorisation by	
Date	
Staff member(s)	