

Subject Access Request Standard Form

UK Data Protection Act 2018

(General Data Protection Regulations GDPR)

RIGHT OF SUBJECT ACCESS APPLICATION FORM.

Your Rights:

Under the terms of the UK Data Protection Act 2018 (GDPR) an individual has a right to access personal data which the School holds about him/her, subject to any exemptions that may apply.

Before information can be searched for and sent to you, your identity must be established. This is to ensure that not only do you receive the correct data but that other individuals cannot fraudulently obtain your data.

The UK Data Protection Act 2018 allows us one month in which to respond to your request. However, this period cannot start until we have all the information necessary to process the request.

This form is not obligatory but it would assist us if you would complete it and help us deal more quickly with your request.

If you would like to pursue your access rights please answer the following questions:

SECTION 1 – Your Personal Details

This Section is for requesting your own personal information. Please complete Section 4 below if you are acting on another's behalf.

The information requested below is to help the School satisfy itself as to your identity and to find any data held about you. **Please use block capital letters.**

Title (Tick box if appropriate)	Mr		Mrs		Miss		Ms	
Other title (eg Dr, Rev, etc)								
Surname/Family Name								
First Names								
Maiden/Former Names								
Sex (tick box)	Male		Female					
Date of Birth								
Email address								

Home address		
	Post Code	Tel No

If you have lived at this address for less than two years, please also give your previous address:

Previous Home address		
	Post Code	Tel No

Have you previously applied to the School for access to your personal data?

Yes No

If so, please could you give the date of your application?

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Proof of Identity

To help establish your identity, your application should be accompanied by copies of two of the following documents:-

- Utilities Bill
- Driving Licence
- Passport

Please do not send original documents, only copies, as these will not be returned.

SECTION 2 – The information you are requesting

If your request is for paper and electronic records and there is a specific item of personal information/data which you are seeking, please give the details below:

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If your request is for CCTV footage, please provide the following information:

Date	
Time	
Location	
Description of Incident, Vehicles and Person (s)	

SECTION 3 – Requesting another person’s data

An application being made by someone acting on behalf of the data subject.

I confirm that I am acting on behalf of the data subject, namely and I enclose herewith proof of my authority to act on behalf of the data subject (for example, a letter signed by the data subject authorising me, Power of Attorney, etc.).

Your relationship to the Data Subject		
Title (eg Mr)		
Surnames/Family Name		
First Name		
Home / Business address		
	Post Code	Tel No
Email address		

Proof of Identity

Proof of identity of agent to help establish your identity as the authorised agent. The application should be accompanied by copies of two of the following documents:

- Utilities Bill
- Driving Licence
- Passport
- Evidence of parental responsibility (if applicable)

Please do not send original documents, only copies.

SECTION 4 - Declaration

I request that you provide me with details of the personal data about me as I have indicated above.

I confirm that I am the data subject - I am asking for my own personal data.

OR

I confirm that I am acting on behalf of the data subject – I am asking for the personal data of someone else.

Signed Date

Checklist

- 1 Have you filled in all of the parts of the application form relevant to your application?
- 2 Have you signed the form?
- 3 Have you enclosed identifying documents?
- 4 Where you are acting on behalf of the data subject have you enclosed proof of your authority to do so and completed Section 4?

Privacy Notice – what we will do with your details.

Your documents (the Subject Access Request form, the identifying documents, and any associated correspondence) will be processed by the School for the specific purposes of processing your Subject Access Request under the Data Protection Act 2018. The School will not share the data with any other organisation unless required by law. The School may need to share your data with the Information Commissioner' Office in the event of a complaint or with Denbighshire County Council under any service level agreements, as many Schools receive advice and support from the local authority.

The School will retain the documents for two years from the completion of the request.

If you feel that the School have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website, or by calling their helpline on 0303 123 1113.