

Personal Data Subject Access Request

If you wish to make a request for personal data under data protection legislation, it will help us to respond to your request as quickly as possible if you could please complete this form. In most cases we will respond to your request within one calendar month although we may extend this time if the request is complex. If this is necessary we will inform you as such within one month of receipt of the request, together with the reason(s) for the delay.

Your name							
Phone number: (optional – used to contact you about your request)				E-mail / postal address: (your preferred contact method)			
Are you the data subject?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Your relationship to the Data Subject, or state “not applicable”			
If you selected “no”, please give the name of the Data Subject:							
<i>If you are requesting data on behalf of a pupil, we will require consent from the pupil if we believe that they have the capacity to understand this request (normally 13 years or over).</i>							
Do you want a copy of some personal data?		Yes <input type="checkbox"/>	No <input type="checkbox"/>				
If No, please select another option below:							
Information about processing	<input type="checkbox"/>	Correction of data	<input type="checkbox"/>	Erasure of data	<input type="checkbox"/>	Objection to/restrict use of data	<input type="checkbox"/>
If Yes, what data? Please describe below and provide as much detail as possible to aid us in our search							
I confirm that the information provided above is accurate and true, that I may be contacted to confirm my identity and that it may be necessary to obtain more detailed information in order to locate the correct information sought.							
Signed:				Date:			

Please return this form to the School Office

[v1: July 2020]

OFFICE USE ONLY	Date
Request received	
Request acknowledged	
Fee notice issued or N/A	
Fee received	
Completed	