

# EU General Data Protection Regulation Subject Access Request Form

This form should be used where an individual (Data Subject) wants to gain access to personal data that we hold about them. There is no charge for making a request. Please complete the form, enclosing appropriate identification and send it to the address at the end of the form.

We recommend that you send your form and documents by a secure method, e.g. Recorded Delivery.

## Question 1 - Who is the Data Subject?

Data Subject's full name	
Date of Birth	
Address	
Post code	
If the Data Subject has lived at this address for <b>less than 2 years</b> , please tell us their previous address	
Post code	
Telephone No.	
E-mail address	

## Question 2 - What are your Personal Details? -

(a) Are you the Data Subject?

Yes		No	
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**If you answered 'Yes', go straight to Question 3 on page 2.** Otherwise, please provide the information below.

Your full name	
Address	
Post code	
Telephone No.	

(b) If you are NOT the Data Subject, state your relationship to them.

What is your relationship to the Data Subject?

(c) If you are NOT the Data Subject, describe your entitlement to receive details of their Personal Data, and the written authority enclosed (e.g. from the Data Subject) which supports this entitlement.

Why are you entitled to their Personal Data?
What written authority have you enclosed?

**Question 3 - How do you believe we process the Data Subject's Personal Data?**

Our search for information relating to the Data Subject will be based on the information provided below.

Any information, which will assist in searching for your personal information.	<p><i>e.g.</i></p> <ul style="list-style-type: none"> <li>• <i>your personnel file;</i></li> <li>• <i>emails between 'A' and 'B' (between 1/6/16 and 1/9/16);</i></li> <li>• <i>CCTV camera situated at ('E' location) on 23/5/16 between 11am and 5pm;</i></li> </ul> <p><i>Please delete these examples before completing the form</i></p>			
Dates for information requested	From		To	
List relevant staff or departments who could assist				

**Question 4 - What documents can you send or produce to confirm the identity and address of the Data Subject?**

We prefer to see the original documents for security purposes. We will return all original documents as soon as possible via recorded delivery.

If you deliver your documents in person we will return them to you after verification.

**(a) You must confirm the Data Subject's identity** by sending one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

i) Full Valid Driving licence issued by a member state of the EC/EEA	
ii) Birth Certificate <b>or</b> Certificate of Registry of Birth <b>or</b> Adoption certificate	
iii) Full Valid Current Passport <b>or</b> ID Card issued by a member state of the EC/EEA <b>or</b> Travel Documents issued by the Home Office <b>or</b> Certificate of Naturalisation or Registration <b>or</b> Home Office Standard Acknowledgement Letter (SAL)	

*If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the data Subject's change of name e.g. Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.*

**(b) Applicants under 18 years old do not need to provide proof of address**

(please tick if applicable)	
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**(c) You must also confirm the Data Subject's address** by sending us one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

i) Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter	
ii) Council Tax demand in the Data Subject's name for the last quarter	
iii) Bank, building society or credit card statement in the Data Subject's name for the last quarter	
iv) Letter to Data Subject from solicitor/social worker/probation officer in the last quarter	

**Formal Declaration**

In exercise of the right granted to me under the terms of the General data Protection Regulation, I request that you provide me with a copy of the Personal Data about the Data Subject which you process for the purposes I have indicated overleaf. I confirm that this is all of the Personal Data to which I am requesting access. I also confirm that I am either the Data Subject, or am acting on their behalf.

Signed	
Print Name	
Date	

Make sure you have:

- (a) completed this form;
- (b) signed the declaration above;
- (c) enclosed originals of identification documents.

Send them to:

**[school to insert address contact person and details]**

We recommend that you send your form and documents by a secure method, e.g. Recorded Delivery.

You could also attend our school with your identification. Our staff will verify your form and send it to the relevant person.

Date