

DATA SUBJECT RIGHTS REQUEST

College Road
Primary School

APPENDIX 3**Section 1**

I a. Please provide your name, date of birth and address in the space provided.

Surname	Forenames
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Date of birth (DOB)	
Address	
Postcode	Email
Telephone number	

I b. You **only** need to complete this section if you are making a Subject Access Request on behalf of another living person. Please provide their details below:

Surname	Forenames
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Date of birth (DOB)	
Address	
Postcode	Email
Telephone number	

If you are making this request on behalf of another person you must provide their written consent or other evidence that you have the legal right to act on their behalf.

Please tick **one** of the following:

- I am enclosing written consent on behalf of the individual named in section 1b
- I am a parent or guardian acting on behalf of a child who does not have the capacity to understand the nature and reason of the request.

Please give brief details on why the request is in the best interests of the child

<p>.....</p> <p>.....</p> <p>.....</p>
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Now go to Section 2

Section 2

With your application you will need to provide two original forms of identification from the list below. If you send these to us by post they will be returned to you either in person or via Royal Mail recorded delivery.

- Birth certificate
- Divorce, annulment or separation document
- Marriage certificate
- Utility bill
- Passport
- Bank statement
- Medical card
- Letter from doctor, solicitor or probation officer
- UK residents permit
- Benefits or Tax Credit letter
- Pay slips

If you have difficulty supplying these documents please call <01752 XXXXXX> or email: <insert address>.

Now go to Section 3

Section 3

Please indicate which of your right(s) you wish to exercise – please tick all boxes that apply:

- a. Access to your personal information
- b. Corrections to inaccurate personal data held by the school
- c. Deletion of personal information (this can only be done if it meets certain conditions)
- d. Restriction of the processing of personal information

If you have ticked **a.** please go to **Section 4**

If you have ticked **b-d** please provide further information below. It is important that we have enough detail so that we can identify the relevant information and decide how we will respond to your request.

Now go to Section 5

Section 4

To enable us to target and process your request as efficiently as possible please indicate, by ticking the relevant box(s), which areas of the school's records you are interested in obtaining personal information from.

- | | |
|--|--|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Education – including exams, attainment, progress |
| <input type="checkbox"/> Special Educational Needs | <input type="checkbox"/> Safeguarding |
| <input type="checkbox"/> Trips and Events | <input type="checkbox"/> Payment systems |
| <input type="checkbox"/> Personnel/Employee Administration | <input type="checkbox"/> |

Please provide any additional details which may help to identify the personal information you would like access to:

Please tick below whether you would like to receive the requested information in electronic or paper format.

- Paper format
- Electronic Format

Section 5

Declaration

I understand that it may be necessary for the school to obtain more detailed information in order to be satisfied as to my identity, and that the period in which the school must, under law, respond will not commence until they are satisfied.

I confirm that the reply to my application may be sent to the name and postal address and/or email address given in Section 1 above.

Signed

Date
