



General Data Protection Regulations 2016 - Subject Access Request Form

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide proof of your identity. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of identity:

We may require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Administration fee:

There is no charge for Subject Access Requests.

Section 1

Section 1 should be completed with details of the data subject. **If you are not the data subject and you are applying on behalf of someone else, eg your child, please fill in his/her details below and complete Section 2 with your own details.**

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Master <input type="checkbox"/> Other <input type="checkbox"/> (Please specify)
Surname/Family Name:
First Names/Forenames:
Date of Birth:

Address:

Post Code

Previous Addresses and dates of Occupation:

Post Codes

Contact Telephone Numbers:

E-Mail Address:

Copy Identification enclosed: Birth Certificate Driving Licence Passport

Details of the information requested:

Please provide details of the information you require and detail as precisely as possible for example your personnel file, child's medical records, child's behaviour record held by (insert name of class teacher) or e-mails between A and B (insert dates)

Employment Records:

If you are now or have been employed by Stamford Park Primary School and are seeking personal information in relation to your employment please provide details of your Staff number and Dates of employment.

Section 2

Please complete this section with your details if you are acting on behalf of someone else (ie. The data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will be required to provide evidence of your identity as well as proof of the right to act on their behalf.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Master <input type="checkbox"/> Other <input type="checkbox"/> <i>(Please specify)</i>
Surname/Family Name:
First Names/Forenames:
Date of Birth:
Address:
Post Code
Previous Addresses and dates of Occupation:
Post Codes
Contact Telephone Numbers:
E-Mail Address:
What is your relationship to the data subject? (eg. Parent, carer, legal representative)
Proof of authority to act on behalf of the data subject: Evidence of parental responsibility <input type="checkbox"/> <input type="checkbox"/>

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates or I am legally authorised to act on behalf of the data subject. I understand that Stamford Park Primary School is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Signature:	Date:
Name:	

Warning: A person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

I wish to:

Receive the information in electronic format *(some files may be too large to transmit electronically in which case the information will be posted to you)*

Receive the information by post **Collect the information in person**

Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. We cannot however be held responsible if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Please be aware that loss or incorrect delivery could cause embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity/authority to:

Mrs C Higgins
Data Protection Officer
Stamford Park Primary School
Cedar Road
Hale, Altrincham
Cheshire WA15 9JB
dpo@spprimary.org.uk

Stamford Park Primary School will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with Stamford Park Primary School's Records Management & Retention Policy, will be disposed of in a safe and secure manner.