This form is for any person who wishes to apply for access to personal data held by Sacred Heart Catholic Primary School & Nursery. Please read the Subject Access Request Guidance Notes below before completing this form.
A separate form should be completed for each individual.

NOTE: This is not a mandatory form – Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.

Subject Access Request Guidance

Please read before filling in the Subject Access Request Form

Which sections should I complete?

Sections 1, 2, 3, 4 and 5 should be completed for all applications.

Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative) should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

Section 3 (Proof of the applicant's identity) - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

If you cannot provide us with satisfactory proof of identity, your application will be rejected.

This form is designed to assist the process of making a subject access and, as a consequence, may speed the process up; but it is not mandatory, all subject access requests made in other formats will also be processed.

What information does Sacred Heart Catholic Primary School and Nursery Office hold?

The school holds information relevant to the conduct of its functions. For further information please see our Privacy Notices on our website www.sacredheart682.herts.sch.uk. However, some data may have been reviewed and destroyed where appropriate in accordance with our Retention Policy.

How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Act and GDPR, and have provided sufficient information, you should receive a response within 40 days from the date that we accept your application for processing.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

General Notes

1. Sections, 4 and 5 should be completed by a parent/guardian for a child under 16.
2. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, as school records may also include third party information that we cannot release to you under GDPR and the Data Protection Act, e.g. another person's data, this is removed.
3. We will not disclose information by fax or telephone. Disclosure by post is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6.

Checklist

- ❑ Have you completed all relevant sections of the form?
- ❑ If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?
- ❑ If you are submitting the form yourself, have you signed the form at Section5?
- ❑ If you are signing as a parent or guardian of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?
- ❑ Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?
- ❑ Have you signed the declaration in Section 5?
- ❑ Have you provided as much information as possible to enable us to find the data you require?

Please send your completed form, proof of identity to:

Mrs Emma Travers

Sacred Heart Catholic Primary School & Nursery

Merry Hill Road, Bushey, Herts WD23 1SU

Tel: (01923) 901179

Email: DPO@sacredheart682.herts.sch.uk

Section 1 – Applicant Details

Title (please tick one):	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Title (please state):
Forename(s):	
Family Name:	
Previous Family Name:	
Other name(s) known by:	
Date of Birth (dd/mm/yyyy):	……../……./……. Male ☐ or Female ☐
Nationality:	
Place of Birth:	

Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address:	
Postcode:	

Section 3 – Proof of the applicant's identity

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)		**List B (plus one <u>original</u> from below) ***	
Passport/Travel Document	☐	A letter sent to you by the Passport Office	☐
Photo driving licence	☐	Utility bill showing current home address	☐
Foreign National Identity Card	☐	Bank statement or Building Society Book	☐
Child under 16 : Full birth certificate	☐		☐
Child under 16 : Court Order(s)	☐		☐
	☐		☐

For a child under 16 years of age please provide photocopies of all Court Orders. Please state if there are none

* Any original documents you send to us will be returned by first class post.

Section 4 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Sacred Heart School may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:

Section 6 – Representative Details

(If completed Sacred Heart School will reply to the address you provide in this section)

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

Section 7 – Proof of the Representative's identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)		**List B (plus one <u>original</u> from below)**	
Passport/Travel Document	☐	A letter sent to you by the Passport Office	☐
Photo driving licence	☐	Utility bill showing current home address	☐
Foreign National Identity Card	☐	Bank statement or Building Society Book	☐
	☐		☐
	☐		☐

Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 1998.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

Section 9 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

(a) Date required:
(b) Reason (please state and supply supporting evidence):