**Subject Access Request Form**

NOTE: **This is NOT a mandatory form.** Subject Access Requests (SARs) made in other formats will also be accepted, this form is designed to speed up the process. Please complete using a black pen.

**Guidance - Please Read Before Filling in The Subject Access Request Form**

**Which Sections Should I Complete?**

**Section 1** – Details of the person who is the subject of this request

**Section 2** – Proof of the applicant’s identity

**Section 3** – Details of the information requested

**Section 4** – Declaration by the person who is the subject of this request

**Section 5** – Proof of identity of person making request (parent/carer) and proof of identity

**Section 6** – Authority to release information to a representative

**What information will help with the processing of my subject access request?**

Identification of relevant records will be easier if you can provide specific details such as specific things you may be wishing to see, dates of meetings, letters etc.

We will also require satisfactory proof of identity without which your application could be delayed. Satisfactory proof of identity is a passport, driving licence, birth certificate.

**How long will it take to get my data?**

Once we are satisfied that you meet the criteria for disclosure of data under the General Data Protection Regulations, and have provided sufficient information, you should receive a response within one month from the date that we accept your application for processing. However, if your request is made during school holiday time when school is closed (which has been reported as closed in the annual term dates calendar), your request will be dealt with within one month from the first day the school is open.

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.

**General Notes**

1. We will acknowledge your application in writing.
2. When we process requests for individuals who are now aged 16 or over, we require their signature of authority and verification of identity before disclosing data.
3. 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, where records contain information about other individuals we cannot release this information to you under the GDPR, e.g. another person’s data, this is removed.
4. 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 1 or in person.

**Checklist**

* Have you completed all relevant sections of the form?
* If you are submitting the form yourself, have you signed the form at Section 4?
* If you are signing as a parent/carer of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your identity?
* Have you signed the declaration in Section 4?
* Have you provided as much information as possible to enable us to find the data you require?

**Please send your completed form and proof of identity to:**

Miss C Galpin

Data Protection Officer

Cannock Chase High School

Hednesford Road

Cannock

WS11 1JT

Tel: 01543 502450

Email: dpo@cannockchase-high.staffs.sch.uk

**Section 1 – Applicant Details**

|  |  |
| --- | --- |
| Forename(s):  |  |
| Surname:  |  |
| Preferred Name:  |  |
| Other name(s) known by:  |  |
| Date of Birth (dd/mm/yyyy):  | ……../……./……….  | Male / Female |
| Date of Leaving (if applicable):  | ……../……./……….  |
| Current Address:  |  |
| Postcode  |  |
| Daytime Telephone No:  |  |
| Email Address:  |  |
| Previous Address (if applicable):  |  |
| Postcode:  |  |

**Section 2 – Proof of The Applicant’s Identity**

In order to prove the applicant’s identity, we need to see copies of two pieces of identification.

|  |  |
| --- | --- |
| * Passport
 | * A letter/report sent to you by the school
 |
| * Photo driving licence (where applicable)
 | * Child under 16: Full birth certificate
 |

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

**Section 3 – Details of Information Requested**

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

|  |
| --- |
|  |

**Section 4 – 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.

|  |  |
| --- | --- |
| Signature of Applicant: | Date:  |

**Section 5 – Parent/Carer Details**

|  |  |
| --- | --- |
| Name of Parent/Carer:  |  |
| Relationship to Pupil:  |  |
| Address & Postcode:  |  |
| Daytime Telephone No:  |  |
| Email Address:  |  |

Please provide copies of two pieces of identification.

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

* Passport/Travel Document
* Utility bill showing current home address
* Photo driving licence
* Bank statement or Building Society Book
* Foreign National Identity Card

A parent/carer needs to obtain authority from the applicant before personal data can be released. This representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 5 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulations 2016.

|  |  |
| --- | --- |
| Signature of Applicant:  | Date:  |
| Signature of Representative:  | Date:  |

**TIMESCALE (FOR OFFICE USE ONLY)**

|  |  |
| --- | --- |
| Date received: | Deadline for response (one month) |
|  |  |