

EU General Data Protection Regulation Information required for a Subject Access Request

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, and send it to the address at the end of the form.

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 less than 2 years , 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? Please note if you are requesting information about a child, then they are the Data Subject, not the parent/carer.

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, your legal entitlement to request this information depends on the age of the child.

For children aged under 12
Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our primary schools may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.
Children aged over 12
Children aged 12 and above are generally regarded to be mature enough to

understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our secondary school may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis. Consent will be discussed with the child by an appropriate member of staff (for example the Head of Year). A written record of the conversation with the student will be kept on the student file.

Question 3 – Please provide information about the specific data you require.

Any information, which will assist in searching for your personal information.				
Dates for information requested	From		To	
List relevant staff or departments who could assist				

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

We prefer to see the original documents for security purposes. We will contact you to arrange to see these documents where necessary.

(a) Please tick the appropriate boxes to indicate which documents you will provide.

i) Full Valid Driving licence issued by a member state of the EC/EEA	
ii) Birth Certificate or Certificate of Registry of Birth or Adoption certificate	
iii) Full Valid Current Passport or ID Card issued by a member state of the EC/EEA or Travel Documents issued by the Home Office or Certificate of Naturalisation or Registration or 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.

If the data applicant is a child, we may need to confirm your address and that the child lives with you at least part of the time.

(d) You can confirm your address by showing us one of the documents listed below.

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;

Send the completed form to the appropriate school:-

Mr Fraser Long - Principal
Blessed George Napier School
Addison Road
Banbury
Oxon
OX16 9DG

Ms Clare Smith - Headteacher
St Joseph's
Fiennes Road
Banbury
Oxon
OX16 0ET

(Mrs Lorna Buchanan) – Headteacher
Holy Trinity
24 London Road
Chipping Norton
Oxon
OX7 5AX

You will be asked to attend school with your identification. Our staff will verify your form and send it to the relevant person.