

## Subject Access Request Form

Please use this form if you consider that your personal data, or that of a child for who you hold parental responsibility, is not being correctly stored, processed, used or shared.

It may be necessary to confirm your identity.

You have a right to request details of how personal data is used or not used, if you feel that it should be erased or deleted, if you think that the details and data held is wrong or if it should not have been collected in the first place.

Please note that in specific circumstances, information may be withheld and not disclosed. For further information please contact the Data Protection Lead or DPO.

### Data Subject (who is this request about?)

Title:	
Full name:	
Date of Birth:	
Address:	
Email address:	
Please indicate in what capacity we hold the data: Pupil; parent; staff	
Location of data (name of school or Central Trust)	

### Applicants details (if not data subject as above)

Title:	
Full name:	
Date of Birth:	
Address:	
Email address:	
Daytime telephone number:	
Relationship to data subject:	

### **Personal Information Requested**

Please tell us what specific information you are requesting or querying. For example - specific documents; pupil's school file or staff file. Please include a time period for which you want information and/or the subject matter or specific incident where there is concern.

### **Format of information**

Please indicate how you would like to receive the information (select only one)

Receive a copy of the information electronically	
Receive printed information via the post	
Collect printed information in person	
View a copy of the information	

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. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.

### **Data Subject Declaration**

Where a child is under 12 years of age they are deemed not to be sufficiently mature as to understand their rights of access, therefore a parent can request access to their personal data on their behalf. The parent / carer should complete the "Authorised Person 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. I understand that the school/LiFE Multi Academy Trust is entitled to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request*

Name:

Signature:

Date:

**Authorised Person Declaration (for example parent / carer)**

Where a child is over 12 years of age, provided that the school is confident that that they are sufficiently mature enough to understand their rights, and that there is no reason to believe that the child does not the capacity to make a request on their own behalf, the school will require the written authorisation of the child before responding to the request , or provide the personal data directly to the child. In such a case the child should complete the section above - Data Subject Authorisation

*I confirm that I am legally authorised to act on behalf of the data subject. I understand that the school / LiFE Multi Academy Trust is entitled to confirm proof of identity / authority and it may be necessary to obtain further information in order to comply with this Subject Access Request.*

Name:

Signature:

Date: