

General Data Protection Regulations

Right of Access to Personal Data

HOLLINSWOOD PRIMARY SCHOOL & NURSERY

SUBJECT ACCESS REQUEST FORM

Information

We should respond to your request within one calendar month. Note this can be extended for a further 2 months if the request is deemed complex. However this period does not start until:

- a) We are satisfied about your identity
- b) You have provided enough detail to locate the information you are seeking

Please complete the following sections of this form providing as much information as possible to help us deal with your request.

1. Provide details of the person about whom the School is holding data (the Data Subject)	
Full Name (Print)	
Date of Birth	
Present Address	Previous Address: (If less than 3 years at your present address)
Post Code	Post Code
Telephone Number:	
Email Address:	

2. Are you requesting information about yourself (person referred to in question 1)? If YES, then go to question 3. If NO please complete the following:

Full Name (Print)

Present Address:

Post Code:

Telephone Number:

Email Address:

Relationship with data subject and brief explanation as to why you are requesting this information rather than the data subject:

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****If you are acting on behalf of the data subject you will need to enclose their written authority including a signature or other legal documentation (e.g. power of attorney) to confirm this request. You also need to enclose evidence of your identity and that of the data subject (see section 4 for details of acceptable identity)****

3. Please provide a clear description of the information that you are requesting, see table below. If you provide specific details of what information you want, e.g. name of a document relevant to a time period rather than just the whole of your file you may receive a quicker response.

Description of Information	School holding this Information	Time Period for Information Requested

If you are asking for social care information, please provide the name of your Social Worker or Personal Assistant.

Name:

4. Please provide two pieces of evidence of your identity (one containing a photo). Acceptable types of documents used to verify your identity are detailed below.

Driving Licence	Passport	National ID Card	Medical Card	Utility Bill
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You may wish to send your documents special/recorded delivery. Your proof of identity will be returned to you securely after verification.

5. All information in respect to your request will be sent to you via secure email unless alternative arrangements are made. We may require further evidence of your identity if you collect your information from School premises.

Declaration

To be completed by all applicants. Please note that any attempt to mislead the School may lead to prosecution.

I (Insert Name):

Certify that the information given on this application form and any attachments therein to Hollinswood Primary School & Nursery is accurate and true.

I understand that it is necessary for Hollinswood Primary School & Nursery to confirm my identity and it may be necessary to obtain more information in order to locate the correct information.

Return of the Form

If you are either posting your documents and payment or hand delivering them then our address is detailed below:

Donna O'Reilly – School Business Manager

Hollinswood Primary School & Nursery

Dale Acre Way

Hollinswood

Telford

Shropshire

TF3 2EP

Our email address is A2200@taw.org.uk

How we will send you the information you have requested

We want you to receive the information you have requested in the most convenient way for you.

However we do have an obligation under the General Data Protection Regulations to provide you with the information you have requested in the most secure way possible.

We believe the most secure way to provide you with the information is either:

- For you to collect the documentation in person from our offices
- For us to email you the information securely/encrypted

We can post your information to you but there are risks attached to providing you with your information using this method, e.g. Royal Mail may lose your information, deliver it to the wrong address, etc

Please confirm you are happy to receive your information by secure email by ticking the box below and confirming the email address that your information should be sent to:

Tick Box	<input type="checkbox"/>	Email Address	<input type="text"/>
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Alternatively if you prefer any of the other methods below please indicate which by ticking ONE of the boxes below:

Collection in Person	<input type="checkbox"/>	CD or Paper Copy (<i>please circle your choice</i>)
By Post (Special Delivery)	<input type="checkbox"/>	CD or Paper Copy (<i>please circle your choice</i>)