

## Data Subject Request Form

Application to make a data subject request under the General Data Protection Regulation (GDPR) and/or the Education (Pupil Information) (England) Regulations 2005.

The person who the personal data is about is known as the data subject and the person who is making the request is known as the applicant. These can of course be the same person depending on the personal data sought.

The information you provide on this form will be used only for the purposes of processing your request.

### 1. Details of the applicant / representative

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### **I am also the data subject.**

Please tick:  YES. Go to section 3.

NO. Relationship with the data subject \_\_\_\_\_  
Go to section 2.

### 2. Details of the data subject

First Name: _____	Surname: _____
Address: _____ _____	
Post code: _____	
Telephone: _____	
Email: _____	

### 3. Details of the Data Subject Request

Please tick as needed:

- Subject Access Request
- Educational Records Request
- Request for Rectification
- Request for Erasure
- Request for Restrict Processing
- Objection to processing

*(Please refer to point 4 for the key differences between a Subject Access Request and an Educational Records Requests and, for further information regarding the above data subject requests)*

### 4. Further information regarding the different Data Subject Requests

### Subject Access Requests and Educational Records Requests:

You have the right to access your personal data and this is commonly referred to as Subject Access. In schools, the majority of subject access requests also contain requests for educational records.

The definition of what information is covered by these two requests is not something requestors are expected to know. The Information Commissioner's Office (ICO) gives an easy to follow explanation on their website: <https://ico.org.uk/your-data-matters/schools/pupils-info/>

The key differences between these two schemes of access are:

- Timescale – Under Subject Access, the school has one calendar month to respond and, for Educational Records requests, the school has 15 school days to respond.
- The cost – Subject Access will not be charged for. Viewing the Educational Records cannot be charged for, but providing a copy to you may incur a cost.

In cases where you are requesting information about a child, for Subject Access, the legislation states that the rights belong to the child. This means we may need to assess the child's ability to understand their rights and whether they consent to the request.

In cases where the Educational Record is requested, the legislation provides this right to the parents.

What this means in practice is that information that does not make up the educational record can be withheld from the parent if the child does not consent to disclosure.

Current legislation also gives you the right to:

- **Request for Rectification** – you have the right to have inaccurate personal data rectified, or completed if it is incomplete.
- **Request for Erasure** – you have the right to have personal data erased.
- **Request for Restrict Processing** – you have the right to request the restriction or suppression of your personal data.
- **Objection to processing** – you have the right to object to the processing of your personal data in certain circumstances.

We will respond to any of the above requests without undue delay and within one month of receipt.

You can find more detailed information about the above rights by checking the Information Commissioner's Office (ICO) website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

#### 5. Details of the information sought

Please provide a clear and detailed description of the information your request is about. This includes dates, departments and/or any additional information which will enable us to locate it.

*Please continue on a separate sheet if required.*

#### 6. Proof of your identity / consent

Please send us copies of **two** documents that prove who you are.

- One must be photographic (such as a valid passport or driving licence) and;
- One must prove your current address (such as a recent electricity bill, or council tax bill).

Alternatively, if you are in regular contact with the school, you may wish to arrange an appointment to confirm identification in person. However, proof of address will be required regardless unless collection of information will be in person also.

Please tick either:

The information requested is about myself.

If you're a pupil making a request for yourself, you don't need to provide ID, but you need to hand this form in to the school office so we know this request is from you and no one else.

I am the parent/guardian requesting access to my child's personal data.

I am representing another individual - In addition to the required identification outlined above, please send us one form of identification and written permission from the person that the information is about, stating that we can give you their information.

Please note that in some circumstances we may need to verify authenticity.

#### 7. Fees

**Educational Requests** – It is free for a parent or a pupil to view the educational record. However, the school may charge what it costs to supply a copy of the information. You will be notified of this cost in advance and will need to pay the charge before work begins on the request.

Fees reflect costs only and are based on the number of pages of material to be supplied.

### 8. Declaration

I am the person named in section one of this form and the information I have supplied is accurate. I am asking for personal information held by the school about me / the named person in section two and am aware that the unlawful obtaining of personal data is an offence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

### 9. Supplementary information: Privacy information and legislation

The data provided in this form will be used solely for the purposes of complying with the legislation by responding appropriately to your request. This means that we will keep a record of it for long enough to demonstrate that the request has been dealt with. We may also pass the details of your request to the London Borough of Camden, who provide us with advice, and a Data Protection Officer.

If we need advice from Camden Council regarding your request, this may result in your data being viewed by those officers in the Council. They will do so only with the purpose of providing us with advice, and have agreed to treat your personal data with confidentiality and not share it further, unless allowed or required to by law. For example, when someone's vital interests would be placed at risk by not sharing the information.

For full details about the personal data we hold on you and how we process your data, please see our main Privacy pages.

### Office use

Receipt date		Reference	
ID required / received		Received by	
Proof of address required / received		FEE required / received	