

Subject Access Request Form

General Data Protection Regulations 2016

Subject Access Request Guidance

Please read before filling in the Subject Access Request Form

How long will it take to get my data?

Your request will be processed within 30 calendar days upon receipt of verification of your subject access request and proof of identity. The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

General Notes

- We will acknowledge your application in writing.
- There is no fee for a Subject Access Request. However, we respect the right to charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.
- When we process information requests for children aged 13 or over and spouses, we require them to fill out a **Form of Authority for 3rd Party Consent** along with a **Subject Access Request** form. A separate application form should be completed for each individual.
- When releasing a subject's data, we have to be sure that we are releasing personal data only to those who are entitled to it. We may therefore carry out checks to confirm your identity or that of a 3rd party before releasing any personal data.
- 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, as School records also include third party information that we cannot release to you under the General Data Protection Regulations 2016, e.g. another person's data, this is removed.
- We will not disclose information by fax or telephone. Disclosure by post is usually made by first class recorded delivery to the address you provide or, if appropriate, to your 3rd party representative.
- For more detailed information, please refer to the **Data Protection Policy** on the school website.

Please send your completed form to:

Data Protection Officer
St Benedict's Catholic School
Beetons Way
Bury St Edmunds
Suffolk, IP32 6RH

<http://www.st-benedicts.suffolk.sch.uk>
Tel: 01284 753512
Fax: 01284 701927
Email: SubjectAccessRequest@st-benedicts.suffolk.sch.uk

1. Personal details of Data Subject

Salutation:

Mr Mrs Ms
Miss Other

Surname / Family name:

First Name(s)/Forenames:

Date of Birth: (dd/mm/yyyy)

Address:

Daytime telephone number:

Email address:

If your personal details have changed since you or your child attended or worked at St Benedict's, please provide your details as of the time we would have held the data. This is so that we can help located historical data for you, as well as to help confirm your identity.

Salutation:

Mr Mrs Ms
Miss Other

Surname / Family name:

First Name(s)/Forenames:

Date of Birth: (dd/mm/yyyy)

Address:

Daytime telephone number:

Email address:

2. Personal Data requested by Data Subject

Please identify which types of data you would like information on. Identification of the specific data categories you would like access to will help to process your request and to help us ensure you receive the data you are looking for.

- | | |
|--|---|
| <input type="checkbox"/> SIMS
Data held in the school management database system. | <input type="checkbox"/> Communication system
Data held on the parental communication system(s). |
| <input type="checkbox"/> Assessment
Internal gradings, external examinations and interim assessment drops.
<i>* Please specify in the 'further information' field.</i> | <input type="checkbox"/> Homework
Personal data stored and processed by the homework system. |
| <input type="checkbox"/> Reports
School reports, as sent home each term. | <input type="checkbox"/> Catering
Food and drink purchases and transactions. |
| <input type="checkbox"/> Pupil File
Paper records held on you. Please specify which of the following you would like:

<input type="checkbox"/> Just my St Benedict's records
<input type="checkbox"/> Just my previous school(s) records
<input type="checkbox"/> All of my school records | <input type="checkbox"/> Other (please specify):
<div style="border: 1px solid black; height: 150px; width: 100%;"></div> |
| <input type="checkbox"/> Emails
All emails in relation to you. | |
| <input type="checkbox"/> Network Files
Files stored on the school shared storage in relation to you. | |

If you have any further information you can give to help us identify and locate the data you are looking for, please use the box below. Any information you can provide - including details on the scope of the data you would like to receive, or a time period of the data you are requesting - is helpful in processing your requests fully and efficiently.

3. How would you like your personal data provided to you?

I wish to:

Receive the information in electronic format*

Receive the information by post**

Collect the information in person

**Some files may be too large to transmit electronically and we may have to supply in another format*

*** 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. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.*

4. Data Subject 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 is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

OR I confirm that I am legally authorised to act on behalf of the data subject. I understand that the School is obliged 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:

Date:

Signature:

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.