A4.6 SAR Request Form

Section 1

About yourself or person you are making this request on behalf of (Please use block capitals and black ink) – this information will help us to identify the personal data that we may hold about you.

Title (Mr /Mrs /Miss /Ms /Dr /Rev etc)	

Surname/Family Name	
First Name(s)	
Maiden/Former Name(s) (if applicable)	

Date of Birth (dd/mm/yyyy)	

Home Address (Include Postcode)	

This is the address to which all replies will be sent, unless you specify otherwise.

Name of person making request on behalf of data subject (if applicable)	
Surname/Family Name	
First Name(s)	
Relationship to data subject	
Preferred alternative address for correspondence (if applicable)	

Contact telephone number	
Contact e mail address	

Section 2- About your request

What records that you believe we hold would you like access to:

Have you made a request for this information before? (Yes/No)	
If Yes, could you please provide date of request? (dd/mm/yyyy)	

Where do you want to view your information? For example in person, or be sent a paper copy to your home or alternative address or be sent a copy in a specific electronic format to an e mail address (if this is your preferred option we would encrypt the file to keep it secure)
Do you need any other help with this request? (Please specify below)

Section 3 - Proof of identity

Establishing Proof of Identity

If we have a verified current address for you on our systems we will contact you at that address and ask you to confirm that the request has come from yourself.

If this is not possible, we will ask for documentary evidence to verify you are who you say you are.

To help establish your identity we may ask you to provide at least two different documents which, between them, provide sufficient information to prove your name, date of birth, current address and signature. For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents e.g. utility bills, which show those details.

If you are making this request on behalf of someone else you must provide evidence you have the right to do so, e.g. letter of consent, birth certificate evidencing you have parental responsibility for a child or any other relevant legal documentation, unless you have supplied this information to us already for other purposes.

On receipt of completed form we will contact you to arrange verification of these documents.

Please note that it may be necessary to seek further information or proof of identity (of data subject or applicant) before the request can be processed. If this is the case, then the statutory one month day limit will start from the date all necessary information and proof is received. Every effort will be made to provide you with your information as soon as possible after receipt of your application, however in some cases we may need longer than a month to respond to your request if any complex issues are involved.

Section 4 – Declaration

(To be signed by the Applicant)

The information, which I have supplied in this application, is correct, and I am the person to whom it relates/I have the right to make this request on their behalf (delete as appropriate).

Signature

Date

Warning – A person who impersonates another or attempts to impersonate another may be guilty of an offence. It is similarly an offence to coerce consent from a Data Subject or interested third party.

Should any advice or guidance be required in completing this application, please contact our Data Protection Officer.

General advice on the GDPR and Data Protection Act 2018 can be obtained from The Information Commissioners' Office, contact details are below.

The information on this form will only be used to support you in exercising your rights under the Data Protection Act 2018 and will be destroyed, in line with our retention policy, after a decision on you request has been made. For further information on how Derbyshire County Council may use your personal information visit: www.derbyshire.gov.uk/privacynotices

Please return this form once completed to:

FAO Data Protection Officer Long Row Primary School

Mark your envelope "Subject Access Request - Confidential".

Data Protection Officer	GDPR for Schools, Derbyshire County Council
DPO Email:	gdprforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

If however you are dissatisfied with our response, you can of course contact the ICO quoting our ICO registration number **Z6730993** and stating that the Data Controller is Long Row Primary School.

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510. Website: https://ico.org.uk/concerns/