



## **Pashley Down Infant School**

### **SUBJECT ACCESS REQUEST FORM (SAR)**

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the Data Protection Act 1998 (DPA) and will continue to be under the EU General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

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. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

**Name of submitting person:** \_\_\_\_\_

**Name of individual whose information is being requested:** \_\_\_\_\_

**Name of authorised authority:** \_\_\_\_\_

When submitting this form, please provide two appropriate identification types. No personal information will be recorded from your proof of ID. We will not release an individual's personal information until we are satisfied who is raising the request is either the intended recipient or a member of a legitimate authorised organisation (Social Services, Police, Solicitor).

Accepted proofs of identification include:

- Current Passport
- Current Driving License
- Utility bill (no more than 3 months old)

**Please complete below:**

<b>Information Detail Requested:</b>	<b>Date Requested:</b>	<b>Date Issued:</b>

Please note:

Parents/guardians or authorities requesting information relating to Children's personal data that we process and store will need to submit a Subject Access Request (SAR) form via the school direct.

We will seek advice in every case, from the Information Commissioner Office (ICO) prior to releasing requested information relating to children.

Adults submitting a SAR may be required to provide more information relating to a request. In these circumstances, we will respond to you within 40 calendar days of submitting this SAR form. However, if any of the information requested is in the educational record, then the school should respond in 15 school days. Your request may be withheld due to a lawful exemption or where the information might cause serious harm to the physical or mental health of the pupil or another individual. If this is the case please see our reasons below: If you are unhappy with the result or information released from this SAR, please contact the Information Commissioners Office to whom we recommend you seek advice on 0303 123 1113.

ID Checked By: \_\_\_\_\_

ID Check Date: \_\_\_\_\_

Released/Declined Date: \_\_\_\_\_