

# Data Protection Subject Access Request (SAR) Form

Under the Data Protection Act 2018 you have the right to ask us to supply you with a copy of any personal data we hold about you. This form is provided to help you give us the information we need to deal with your request. You do not have to use it but doing so will make it easier for us to respond fully and quickly.

Information supplied in this form will only be used for the purposes of identifying the personal data you are asking for and responding to your request. It will be processed in line with our data protection policy available on our website <https://www.ortoncofeprimary.co.uk/policies/> or on request in our school office.

If you want information about the categories of personal data we collect, our lawful bases for processing it, who we share it with and why, how long we keep it for, and your rights, please see our Privacy Notices available on our website <https://www.ortoncofeprimary.co.uk/privacy-notices/>

You can complete this form to make a SAR on behalf of someone else (acting as a third party) with their consent.

We aim to respond promptly and within one month of the date we receive your completed SAR form (or request that we recognise as a SAR) or the date we receive any further information that we need before we can comply with your request. If we consider your request complex, we can take up to an additional two months to respond. If this is the case, we will let you know within the one-month deadline, and as soon as possible.

We may consider your request complex if it:

- involves retrieval and appraisal of information from multiple sources;
- involves the retrieval of large volumes of information for one data subject which are difficult to separate from information relating to other data subjects;
- is one in a series of requests from the same person;
- involves the release of third-party data for which consent has been refused or cannot be obtained.

For the majority of cases, there is no fee to pay to make this request. However, if the request is deemed excessive or is a manifestly unfounded or repeat request, we may contact you to discuss an appropriate charge.

## Before we can process a SAR for:

- Your own personal data, we need to see proof of your identity and address to satisfy us that you are the person legally entitled to have it.
- The personal data of a child you hold parental responsibility for, we need to see proof of your identity and address and proof of your parental responsibility to satisfy us that you are the person legally entitled to have it.
- The personal data of someone else who has asked you to make a request on their behalf as a third-party, we need to see proof of your identity and address, proof of the data subject's identity and address, and proof that the data subject has consented to you making this request for them.

**Proof of identity and address** in one document can be found on a photocard Driver's Licence.

**Other proofs of identity** include a current passport (photo page), current national identity card, birth certificate.

**Proofs of address** must be dated within the last 3 months and could include a bank statement, credit card statement, utility bill, council tax statement, TV licence, HMRC tax document.

**Proofs of parental responsibility** could include a copy of (please do not include original documents):

- Birth mothers (married or unmarried to the birth father) - child's birth certificate naming the child and mother.
- Birth fathers (married to the birth mother) - child's birth certificate naming the child and father and the parents' marriage certificate.
- Birth fathers (children born after 1 December 2003 when unmarried to the birth mother) - child's birth certificate showing re-registration of the birth after 1 December 2003 and naming the birth father, or a court order e.g., Parental Responsibility Order, or Residence Order, or proof of being appointed the child's Guardian by a Court, by the child's birth mother or by another Guardian, or a Parental Responsibility Agreement with the birth mother.
- Birth fathers (children born before 1 December 2003 when unmarried to the birth mother) - child's birth certificate showing re-registration of the birth after 1 December 2003 or any document as for children born before 2003 above.
- A person who is not the parent of a child aged 15 or under - a court order like a Residence or Special Guardianship Order, or proof of permission to make the SAR e.g., a signed letter of consent from a person with parental responsibility and/or from the child (if the child is aged 13 or over).
- An adoptive parent of a child aged 15 or under - the Adoption Order.

We reserve the right to refuse your request if we are not satisfied you are who you claim to be or if we are unsure whether you have the legal right or valid consent from the data subject to make the request.

### Section 1: Subject Access Request Declaration

I am the data subject (the person the information is about): ☐ (Complete Section 2 onwards)  
I am acting on behalf of the data subject: ☐ (Complete Section 1a onwards)

#### Section 1a: Requestor's Personal Details

Surname: \_\_\_\_\_ Full Forename(s): \_\_\_\_\_

My relationship to the data subject is: \_\_\_\_\_

Children aged 13 or over should make their own SAR unless they do not understand the request.

If you are acting on behalf of a child for whom you have parental responsibility, the child will be asked to consent to the information being released regardless of their age where they have the mental capacity to understand the request:

The child is aged 12 or under so obtaining consent independently of parents or carers may not be appropriate ☐

The child is aged 13-15 and needs to complete a consent slip independently of parents or carers ☐

The young person is aged 16 or 17 and has written and signed a letter of consent (please attach) ☐

If you are acting as a third party on behalf of a data subject:

The data subject has provided consent to disclose the information requested YES ☐ (please attach) NO ☐

Address (if different from the data subject's): \_\_\_\_\_

Tel. number: \_\_\_\_\_ Email address: \_\_\_\_\_

#### Section 2: Data Subject's Personal Details

Surname: \_\_\_\_\_ Full Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class or job role: \_\_\_\_\_

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

Tel. number: \_\_\_\_\_ Email address: \_\_\_\_\_

#### Section 3: Details of the Subject Access Request

Please provide as much information as possible to help us find the personal data you want e.g., relevant dates or names, or if you believe a particular person or department holds the information, please tell us. *Please note* you are only entitled to personal data about the data subject and not third-party data (information about other people).

#### Section 4: Proof of Identity, Address, Parental Responsibility, Other Legal Right, and Consent

A person making a SAR must show they have the legal right to do so i.e., that they are the data subject, or they have parental responsibility for the data subject and/or have written consent from them. Data will not be disclosed without proof of identity for the data subject *and* the requestor if different *and* any written consent necessary.

Please list the documents you are providing copies of as proof (see overleaf - please *do not* provide original documents).

#### Section 5: Data Subject Declaration

I declare that to the best of my knowledge the information I have provided on this form is correct.

**Signature of data subject**

(or parent/carer of): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of data subject (or parent/carer of) Please print:** \_\_\_\_\_