

## SUBJECT ACCESS REQUEST FORM

### Request for information under the General Data Protection Regulation (GDPR)

This form should be completed only if you are requesting personal information relating to yourself or on behalf of a third party. Please complete in block capitals or type.

#### Personal details of the person requesting the information:

Surname:	
Forename:	
Address:	
Postcode:	
Telephone number:	
Email:	

#### Are you the Data Subject (i.e. the person whose information you are requesting)?

Please tick the appropriate box:

Yes

Please go straight to the Information Requested section below

No

Please continue to next question below

#### Personal details of the Data Subject:

Surname:	
Forename:	
Address:	
Postcode:	
Date of birth:	
Telephone number:	
Email:	



**Please describe your relationship with the Data Subject that leads you to make this request on their behalf:**

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**Information requested:**

Please provide a clear description of the information you are requesting including, dates, departments and/or any additional information which will enable us to locate it.

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**If you would like a full copy of the personal records held by the school, please tick here:**

**School Details:**

Please advise to which school this data Subject Access Request form relates:

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## Declaration:

I certify that all information provided within this application form is true. I understand that it will be necessary for the BCCET to confirm my/the Data Subject's identity and it may therefore be necessary to supply more detailed information/evidence if required.

Signature (Parental responsibility):

Or:

Signature (Pupil aged 13+):

Print name:

Date:

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## General Data Protection Regulation (GDPR)

Data Processing in the UK is regulated by the Information Commissioners Office (ICO), the Bishop Chadwick Catholic Education Trust Group is registered with the ICO as a Data Controller, registration ZA179577.

The Trust have appointed the following Data Protection Officer (DPO) who is the central point of contact for all **data subject access requests** and other matters relating to data protection;

Sarah Burns  
Data2Action Ltd,  
Email: [BCCET\\_DPO@data2action.co.uk](mailto:BCCET_DPO@data2action.co.uk)  
Telephone: 0333 20266397

Company Registered Address - 2 Orchard Court, North Shields, NE29 9LR

The completed Subject Access Request Form should be returned to:

Sarah Burns (DPO) [BCCET\\_DPO@data2action.co.uk](mailto:BCCET_DPO@data2action.co.uk)  
BCCET Data Protection Lead [sar@bccet.org.uk](mailto:sar@bccet.org.uk)

The details you supply on this form will only be used in conjunction with your application for the supply of documents and for statistical purposes.

## Time Period for Responding to a SAR

The Bishop Chadwick Catholic Education Trust will ensure that the rights of people about whom the information is held can be fully exercised under the Regulation.

The Bishop Chadwick Catholic Education Trust will provide individuals with a copy of the information held about them within one month of receiving a request (subject access). On

receiving a request for subject access, the Bishop Chadwick Catholic Education Trust/School will check and require evidence of the identity of the individual and any further information required to isolate the records of that individual.

Where a subject access request has a broad scope, the Bishop Chadwick Catholic Education Trust may ask for more details from the data subject in order to locate the information that is of interest.

Where a large volume of information is held, the Bishop Chadwick Catholic Education Trust may seek to make the information available in ways other than providing a copy.

Bishop Chadwick Catholic Education Trust has (and will maintain) an appropriate Subject Access Request Process in place that should be referred to in conjunction with this policy. All Subject Access requests received will be recorded for monitoring and reporting purposes on the appropriate log.

Requests from individuals to correct, rectify, block, or erase information that they regard as wrong.

information or to stop processing that is causing damage or distress will be considered by the Bishop Chadwick Catholic Education Trust on a case by case basis. The individual concerned will be fully informed of the resulting decision and the reasons for it. Legal advice will be sought by the Bishop Chadwick Catholic Education Trust should a request not be supported, or if considered sensitive/complex before coming to a decision.

Data subjects should be able to make SARs easily and at reasonable intervals to be aware of, and verify, the lawfulness of data processing and the Bishop Chadwick Catholic Education Trust should action at no cost to the data subject.

A request may be received during or less than one month prior to a school holiday. Where a request is made prior to a holiday period the Trust will seek to respond prior to that holiday commencing however, where this is not possible the requester will be advised of the situation.

Where requests are received during an extended holiday period the Trust will work with the requestor to provide the information in as timely a fashion as possible.

**BCCET Use Only:**

Received by:	Date:
Forwarded to:	Date:
Date to be completed by:	
Comments:	