**General Data Protection Regulations 2016 (GDPR)– Subject Access Request (SAR) Form**

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Under the GDPR, students who are 13 or over must make a Subject Access Request themselves.

**Proof of identity**:

For Parents/carers who make requests on behalf of students, we require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

**Administration fee:**

There is no charge for Subject Access Requests. However there may be a charge for providing duplicate information and / or dealing with excessive or requests. This will be based on the amount of time spent on dealing with the request.

**Section1**

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| Is the person who the Subject Access Request is about a:  **Student** or an **Employee** (please delete which ever does not apply) |
| If the person who the Subject Access Request is about is no longer a student or employed by Waseley Hills High School, please add the dates they started and finished the school.  Date Started ………………………………………. Date left ……………………………………………….. |

Please fill in the details of the data subject in part A. Only complete (part B as well, if you are not the data subject and you are applying on behalf of someone else.

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| **Part A**  Details of the persons who the subject access request is about. | **Part B**  Details of the person making the request on behalf of a student under 13 years of age |
| Title:  Mr Mrs Ms Miss Other | Title:  Mr Mrs Ms Miss Other |
| Surname / Family Name: | Surname / Family Name: |
| Is there any other Surname / Family Name  name that may have been used at school. |  |
| First names(s) / Forenames: | First names(s) / Forenames: |
| Date of Birth | Date of Birth |
| Address:  Post Code: | Address:  Post Code: |
| Day Time Telephone Number (s) | Day Time Telephone Number (s) |

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| Proof of identity for a Data Subject  Birth certificate Driving Licence Passport Proof of address |
| *Administration use only*:  Identification confirmed Yes / No Who by Date |

**Section 2**

If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

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| Proof of identity for a parent / carer  Birth certificate Driving Licence Passport Proof of address |
| *Administration use only*:  Identification confirmed Yes / No Who by Date |

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| What is your relationship to the data subject? (e.g. parent, carer, legal representative) |
| I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:  Letter of authority Lasting or Enduring Power of Attorney  Evidence of parental/carer responsibility Other (give details below): |

**Section 3**

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| **Personal Information**  Please note that much of the information that we record about students is held on our management information system (SIMS) and is available to parents through SIMS Learning Gateway which is updated in real time. So for example, a request for attendance information would replicate what is already available to parents.  In the box below, clearly identify specifically what data you want. Please be as specific as possible as to what you want and the dates covered. For example:   * emails between ‘A’ and ‘B’ (between 1/6/17 and 1/9/17) regarding … ; * Staff personnel file; |
| Details |

**Section 4**

|  |  |
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| **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 Waseley Hills High 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:** | |
| **Signature:** | **Date:** |
| **OR** | |
| **Authorised person – Declaration (if applicable):**  I confirm that I am legally authorised to act on behalf of the data subject. I understand that Waseley Hills High 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:** | |
| **Signature:** | **Date:** |
| Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution. | |
| **I wish to:**  Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD format)  Receive the information by post\* Collect the information in person  View a copy of the information only Go through the information with a member of staff  \*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'. | |

**Please send your completed form and proof of identity to:**

The Data Protection Officer

Waseley Hills Hills School

Rubery

Birmingham

B45 9EL