

Subject Access Request Form

This form can optionally be used when requesting your personal data under UK General Data Protection Regulations.

You do not have to complete this form or make your request in writing and can do so by calling us on 01920 412211 and asking for the data protection officer (Ed Uncle) or by emailing dpo@pinewood.herts.sch.uk

1 Details of the person requesting the information

Full Name	
Address	
Telephone No	
Email address	

2 Are you the data subject?

(The data subject is the individual to whom the information requested relates)

YES

If you are the data subject, please supply the following evidence so that we can check that we are releasing the data to the correct person.

Your date of birth	
Any previous names you have been known by	
Job title (if staff enquiry)	

Please supply copy photo ID (passport, driving licence or other photo ID – this can be sent by post, or email to dpo@pinewood.herts.sch.uk or brought to the Bursary office in person)

NO

If you are acting on behalf of the Data Subject, you must provide written authorisation from the data subject to obtain their personal data before this request can be processed. We will still require photo ID from the Data subject, as well as yourself.

If you are not the Data Subject, complete the details below.

Full name of the Data Subject	
Date of Birth of the Data Subject	
Address of the Data Subject	
Your relationship to the Data Subject	

3 Search Details

Please give details of the specific information you require, including dates.

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4 Receiving Your Data

Please confirm whether you would like to receive your personal data in electronic or paper form. The electronic option will only be used if the file(s) are small enough to send via email. The files will be password protected and sent to the email address given in Section 1. You will receive the password to access the file(s) separately. If you select the paper option, your data will be sent to you via first class recorded delivery, to the address given in Section 1.

I wish to receive my data . . . **BY EMAIL**
 BY POST

5 Declaration

I certify that the information given on this application form is true. I understand that it is necessary for the school to confirm my / the Data Subject's identity and that it may be necessary to obtain more detailed information in order to locate the correct information.

Signature	
Print Name	
Date	

Documents which must accompany this application are:

- 1) Evidence of the Data Subject's identity
- 2) Evidence of the Data Subject's consent to disclose their personal data to a third party (if required as indicated above)