

Ellesmere Port Catholic High School

Subject Access Request Form

Please complete this form if you want us to supply you with a copy of any personal data we hold about you or your child. You are entitled to receive this information under the General Data Protection +Regulations (GDPR).

We will endeavour to respond promptly and always ensure requests are completed with 30 days. In the instances of school holidays we will ensure the request is acknowledged, and where possible processed within the 30 days. If it is not possible, due to school closure, the request will be completed within 60 days.

Please Note: The information you supply on this form will only be used for the purpose 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 school to process your request quickly.

If you require any further information please contact Mrs S Powell, Data Protection Lead.

1. Details of the person requesting Information

| | |
|---------------------------|--|
| Name: | |
| Address: | |
| Contact Telephone: | |
| Email Address: | |

2. Are you the subject of the information you are requesting?

Please tick the appropriate box and read the instructions that follow it.

YES: I am the data subject.

NO: I am acting on behalf of the data subject.

NO: I am acting on behalf of the data subject and have enclosed written authority and proof of the data subjects identity and my own (see below)

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and your address. Please supply us with a photocopy or scanned image (do not send originals) of one of the following;

- Proof of identity - Passport, Photo Driving License, National Insurance Card, Birth Certificate.
- Proof of Address – Utility Bill, Bank Statement, Credit Card Statement (no more than 3 months old), TV License, Council Tax Bill, HMRC Tax document (no more than 12 months old)

Where requesting details of information we hold about a pupil, we need to confirm your right to this information. In order to do this we need a copy of the child’s birth certificate or other official documentation confirming your parental/guardianship rights.

Where requesting information on behalf of another individual, we need a copy of the written authority of the individual involved confirming both their and your identity and clearly stating you are acting on their behalf and with their full knowledge.

Note: where requests are made in person and we can identify an individual due to a current or prior relationship with the school, for example a parent known to the school, we may waive the right of identification at our discretion.

3. Details of the data subject (if different from above)

| | |
|------------|--|
| Full Name: | |
| Address: | |

Please tick and complete the appropriate columns (this information may help speed up your request)

| | Student | Former Student | Parent/Guardian of Student | Current Staff | Former Staff |
|----------------------------|---------|----------------|----------------------------|----------------|----------------|
| Age | | | Not Applicable | Not Applicable | Not Applicable |
| Year / Reg Group | | | | | |
| Years of attending From/To | | | | | |

Please Note: A parent or guardian does not have an automatic right to information held about their child. The right belongs to the child and the parent(s) act on their behalf, where they have parental responsibility for the child. In England the age at which a child reaches sufficient maturity to exercise their own right to access their information is normally 12, but this may vary amongst individuals. Once a child reaches sufficient maturity, the parents may only act with their child's consent.

Where a child is over 12 and a request is made on their behalf, we may contact them separately to seek their signed consent for someone to access their records on their behalf. When deciding whether information about a child can be released, consideration is also given to the best interests of the child.

Please refer to the schools Information Rights Policy for further information.

4. What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information that you require.

Please note: If the information you request reveals directly or indirectly about another person we will have to seek consent from that person before the information can be released. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the requested information to you.

5. Information about the collection and processing of data

If you want information about any of the following, please tick the relevant boxes:]

- [] Why are we processing your personal data
- [] Who do we share your personal data with?
- [] The source of your personal data

6. Disclosure of CCTV Images

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images at our premises?

YES

NO

7. Declaration

Please note that any attempt to mislead could end up in prosecution.

I confirm that I have read and understood the terms of this Subject Access Request form and certify that the information given in this application to Ellesmere Port Catholic High School is true. I understand that it is necessary for Ellesmere Port Catholic High School to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

I further understand that, in line with the schools Subject Access Request Policy, if I am requesting information in relation to my child, the school reserves the right to request the consent of my child in relation to releasing of information. If consent is not forthcoming, the school are unable to comply with my request.

Signed _____

Print _____

Date _____

Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf