

Appendix 2: Subject Access Request Form



HORLEY INFANT SCHOOL

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Headteacher: Mr Jason Walters



Subject Access Request Form

(An editable version of this form is located on our website in the GDPR section)

Part A: Information about a Subject Access Request (SAR)

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the school/academy holds about them, and can make a Subject Access Request (SAR). The Data Controller within school has been designated as the person who will coordinate the response to a SAR; they may also liaise with other school staff and the school's Data Protection Officer (DPO). The requestor will be asked to complete this form and can return it either electronically to the email address above or by handing it to the school office.

The school is required to provide the individual with the data it holds on them within one calendar month. An extension of up to one calendar month can be granted if a school closure period is scheduled to occur during the initial one calendar month response time.

The response to the SAR will either be provided in an electronic form or through a hard copy; typically the information will be provided free of charge. However, there may be a cost if there is a large amount of data to be collated. The requester will be informed of this at the earliest opportunity and the school does not need to complete the request until the fee has been received. Similarly, the school can refuse to comply with a request which is manifestly unfounded or excessive.

We may ask the requester to be more specific about the information that is required in order to ensure that the information they are provided with meets their requirements rather than providing lots of information that may not be relevant to their query. Evidence of the identity of the person making the request and their relationship to the pupil must be gained prior to any disclosure of information. This should be recorded on the SAR Log by a member of school staff.

Part B: Data Subject's Details (person whose information you are requesting)

Title & Full Name	
Date of Birth	
Address	
Year Group (if pupil at school)	

Please turn over

Part C: Requestor Details

Title & Full Name	
Address	
Phone number	
Email address	
Status of requester	<input type="checkbox"/> Data Subject <input type="checkbox"/> Parent or person with parental responsibility <input type="checkbox"/> Other (please detail):
Preferred format of information requested	<input type="checkbox"/> Paper copy (please note there <i>may</i> be a charge for this) <input type="checkbox"/> Electronic format (please provide an encrypted memory stick) <input type="checkbox"/> Email (this will be sent to the email address above)

All requesters must provide two types of proof of photo ID alongside this request as well as when collecting e.g. passport / driving license. Copies can either be sent in electronically and will be deleted/shredded once checked or shown to school staff and 'ticked off' when handing this form in.

Part D: Requestor Details

Details of data being requested (please be as specific as possible with regards to the dates, content and types of data that is being requested)	
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Part E: Declaration

Please complete either Section A or Section B	
Section A	Section B
I hereby request that Horley infant School provide the data requested about me.	I hereby request that Horley Infant School provide the data about the data subject in Part B on the basis of the authority that I have
Name/data subject: Signature: Date:	Name/requester: Child/data subject: Signature: Date:

Part F: To be completed by school staff

- | | | |
|--|---------------|-------|
| <input type="checkbox"/> ID 1 checked when receiving SAR | Staff member: | Date: |
| <input type="checkbox"/> ID 2 checked when receiving SAR | Staff member: | Date: |