Individual Rights request form

You should complete the following form if you want to exercise an individual right afforded under the Data Protection Act 2018.

The individual rights available are summarised below;

- **Right of access** – Individuals have the right to access their personal data. In order to exercise this right, please complete our SAR form located on the school website.

- **Right to rectification** – Individuals have the right to have inaccurate personal data amended.

- **Rights to erasure** – Individuals can request that their personal data is deleted where there is no justification for its continued use.

- **Right to restrict processing** – In the following circumstances an individual can request a temporary restriction of processing activities:

  - whilst the school is establishing the accuracy of data an individual has contested
  - whilst the school is following up any objection raised by an individual
  - when data has been processed unlawfully but the individual wants the school to restrict the processing of it, rather than erase it
  - when the individual needs it in connection with a legal claim

- **Right to object** – Individuals have the right to object to their information being processed in the following circumstances:

  - If the school has decided processing is necessary either to perform a task in the public interest, as part of its authority, or, as a legitimate interest, and the individual feels this is not applicable.
  - If an individual believes there are insufficient grounds for the school to retain information in defence or potential defence of a legal claim.
  - If their data is being used for direct marketing purposes.
  - If their data is being used for research purposes that do not outweigh the individual's right to privacy.

*Please fill out the following sections as instructed.

1) Data subject's details (the person that the data relates to)

Full name:	
Date of birth:	
Address:	
Phone number:	
Email address:	
Year group (if a pupil at the school) OR job role (if a previous or current employee):	

2) Are you the data subject?

☐ **YES:** I am the data subject

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

3) Requestor details

Full name:	
Address:	
Phone number:	
Email address:	
Relationship to the data subject:	

4) Individual Right

Please note you can only select one individual right per form.

This request refers to my right:

☐ to rectification (*I want to correct information about me)*

☐ to erasure (*I want to delete data about me)*

☐ to restrict processing

☐ to object

5) Details of request

(Please provide specific details to help us deal with your request – e.g. type of data, date ranges, where you believe it may be held, and what you would like to action with regards to it).