Subject Access Request (SAR) Form

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are entitled to receive this information under the Data Protection Act (DPA) 2018.

If you want to see any information regarding the categories of your personal data we collect, our lawful bases for processing this information, detail on who we share your information with and retention periods for your personal data, then please see your relevant Privacy Notice available on the school website.

We will endeavour to respond promptly and within the one month deadline of the following:

- Our receipt of your completed SAR form or written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

In some cases we may consider your request complex if it;

- involves retrieval and appraisal of information from multiple sources;
- involves the retrieval of large volumes of information for one data subject which are difficult to separate from information relating to other data subjects;
- is one in a series of requests from the same individual;
- involves the release of third party data for which consent has been refused or cannot be obtained

If we do consider your request complex, we can take up to an additional two months to respond. If this is the case, we will let you know within the one month deadline, and as soon as possible.

The information you supply in this form will only be used for the purposes 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 us to process your request quickly and efficiently.

We ask that before completing the form you please refer to the guidance notes on page 4.

*Please fill out the following sections as instructed.

1) Data subject's details (person whose information you are requesting)

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 and I will enclose proof of my identity (see guidance notes).
(Please skip section 3 and go to section 4)

☐ **NO:** I am acting on behalf of the data subject. I will enclose the data subject's written authority and proof of the data subject's identity and my own identity.
(Please go to section 3)

3) Requestor details

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

4) Details of request

(You should give as much information as you can to help with our search. If you believe the information you require is held in a specific department, please let us know. Also give us any relevant dates or names. These details will help us locate your information.)

Please note the following;

- You are only entitled to the data subject's own personal data and not to third party information (e.g. information about other people).
- We may ask you for further information in order to ensure we can locate the correct information.
- We can refuse a request if it is manifestly unfounded or excessive.

5) Proof of Identification (documents supplied as proof of identity or entitlement to request another person's personal data – please see note b and c in the guidance notes)

Please list the proof of identification(s) you are sending over:	

6) Declaration

For the majority of cases, there is no fee to pay to make this request. However, if the request is deemed excessive or is a manifestly unfounded or repeat request, we may contact you to discuss an appropriate charge.

The completed application form and supporting proof of identity/ entitlement should be emailed or sent to: office@stthomasbecket.e-sussex.sch.uk

Signature of requestor:		**Date:**	

Guidance notes

a) Age/parental requirements in terms of making a subject access request (SAR) under the Data Protection Act 2018:

Mature pupils aged 13 and over can make a SAR for themselves. If a pupil is under 13 though, a request must come from their parent or legal guardian.

We expect mature pupils aged 13 or over to make their own requests however a parent or legal guardian may make a request on behalf of their child aged 13 or over if their child is unable to act on their own behalf or gives their consent for the information to be released to the parent.

b) Proof of Entitlement to Request another person's Personal Information:

People making a SAR on behalf of a data subject need to be able to show that they have the right to do so.

- If you make a SAR on behalf of a child or young person aged 13 – 15 years, we will independently seek their consent to release the documents to you, even if you have parental responsibility for them. Without this consent we would not disclose the information to you (providing the child in question had mental capacity to give consent).
- If you are making a SAR on behalf of a person with mental capacity aged 16 or over, we require;
- A signed letter of consent from the data subject saying that you can access their personal data.
- Proof of identification and proof of address documents for both the requester and the subject

Subject access requests on behalf of persons lacking mental capacity:

- Please note we will only release information if we can establish that the disclosure is justified, having balanced the person's best interests against the person's right to privacy.

c) Evidencing Parental Responsibility

Depending on your circumstances, different information will be required to evidence that you have parental responsibility for the child.

If you are a birth parent making a subject access request on behalf of their child aged below 16 years:

For the **birth mother (married or unmarried to birth father of child)** you would need to provide a copy of the child's birth certificate – showing both the named mother, and the named child.

For the **birth father (married to birth mother of child)**, you would need to provide a copy of the child's birth certificate – showing the named father, the named child and the birth parents' marriage certificate.

For the **birth father (unmarried to birth mother of child)**, **if the child was born before 1 December 2003**, you would need to provide the child's birth certificate showing re-registration of the birth after 1 December 2003 and naming the birth father as the child's father, or a Parental Responsibility Order granted by Court, a Residence Order granted by Court, proof of being appointed the child's Guardian by Court, by child's birth mother or other Guardian, or a Parental Responsibility Agreement with birth mother.

For the **birth father (unmarried to birth mother of child), if the child was born after 1 December 2003**, you would need to provide a copy of the child's birth certificate naming the birth father, or a Parental Responsibility Order granted by Court, a Residence Order granted by Court, proof of being appointed the

child's Guardian by Court, by child's birth mother or other Guardian, or a Parental Responsibility Agreement with birth mother.

A person who is not the child's parent making a subject access request on behalf of a child aged below 16 years would need to provide: a Residence Order granted by Court, a Special Guardianship Order granted by Court, or proof of permission to make the subject access request – a signed letter or consent form from a person with parental responsibility and/or from the child (if the child is 13 years or older).

An adoptive parent making a subject access request on behalf of their child aged below 16 years must provide a copy of the Adoption Order.

d) Proof of identity:

Proof of name and address is required to ensure we only give information to the correct person. We consider recent to be less than three months old.

If you are a pupil (aged 13 or over) who is making a request, proof of name will be sufficient.

- Proof of name = passport, photo driving license, national identity card, birth certificate.
- Proof of address = Utility bill, bank statement, credit card statement, current driving license; current TV license; local authority tax bill, HMRC tax document.

Please supply us with a photocopy or scanned image (do not send the originals).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

e) Any questions:

If you have any questions relating to a SAR, you can email us at office@stthomasbecket.e-sussex.sch.uk or telephone us on 01323 737221