Subject Access Request (SAR) form

Introduction

You can request personal information about you that is held by the School (this is also known as a ‘subject access request’).

Processing these requests is expensive for the UK taxpayer. Because of this, and so we can give you the best service, you should be as clear as you can about the information you need.

Your request will be free of charge and you will receive a response within 30 school days of your identity being verified.

Please write your request, ensuring that you supply all the supporting documents listed below and post (we recommend a signed-for service) to:

GDPR,

Bourne Grammar School,

South Road,

PE10 9JE

**REQUIREMENT:** Identity Verification

Protecting your child’s information is important to us. For this reason, we need to be sure that the person requesting it has permission to do so. It will be necessary to confirm the identity of **all parties included in your request**.

Please supply a photocopy of one document from section A, one document from section B, and (*where you are applying for information about a child under 13*) appropriate documents from section C with the application.

**A. Confirmation of child and parent/guardian’s names**

• Full driving licence

• Passport

• Birth certificate

• Marriage certificate

**B. Confirmation of address**

• Utility bill

• Bank statement

• Credit card statement

• Benefit book

• Pension book

**C. Proof of your relationship, if you are applying for a child under 13**

• Health and Welfare Lasting Power of Attorney

• Full birth certificate of child

• Full marriage certificate of parents (if details not shown on birth certificate)

• Full certificate of adoption

• Parental responsibility order

• Court of Protection Order appointing you as a personal deputy for the personal welfare of the data subject

You should have this evidence ready before you start your application. Your request will not be accepted until we receive these documents, and it will be automatically cancelled if you do not send them within 15 days of making your request.

**REQUIREMENT:** Letter of permission (when requesting data about someone else)

This can be a short letter or statement and it must be original. We use this to be sure that you want your records to be sent to you and, if someone is applying on your behalf, that you have given your authority for them to do so.

The letter must include:

- confirmation that you give permission for your records to be sent to you

- confirmation that you give permission for your records to be sent to a third party representative – if they are completing the application on your behalf

- your signature and the date, within the last 6 months – please note your signature as well as your photo identification is used to verify that the person making the request is entitled to do so

- If you are completing this application for a child under 13; have the power of attorney for an applicant; or are a litigation friend, you can sign the letter of permission on the applicant’s behalf.

Section A: Subject Information

Details of the person the request is about (data subject)

In order to protect the privacy of the individual whom this request is about and in line with the requirements of the Data Protection Act 2018 (known as the GDPR), Bourne Grammar School is keen to ensure we locate the records and information only relating to the subject of this request. I would be grateful if you could supply the information outlined below.

Title:

Surname:

First Name:

Former Surname:

Date of Birth:

Gender:

Telephone Number (day):

Email Address:

Home Address:

Postcode:

Section B: Your request

In the space below, please detail here the information you require from Bourne Grammar School. E.g. “*All data held on the central School database (known as SIMS) about my son*”.

Section C: Helping us to find the information

Please use the space below to provide further details that may help to locate the information you are seeking. Please supply as much detail as possible such as:

• Names of individuals who you believe may hold personal data relating to yourself/3rd party

• Any other details you may feel have relevance e.g. relevant dates etc.

E.g. “*I’m specifically interested in the data for the current academic year*”.

Section D: Dispatch details

Please indicate where you would like your data dispatched to (*please select one option*):

 I am the data subject and would like my records to be dispatched to my home address as detailed in section A above

 I am acting on behalf of the data subject and would like the records dispatched to the address below

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Section E: Declaration

Unless there is Health and Welfare Lasting Power of Attorney or the application is being made on behalf of a child under the age of 13, all persons named on this form should sign below.

I confirm that the information that I have supplied in this application is correct, and I am the person to whom it relates or I am acting on behalf of the data subject and have enclosed the relevant authority as detailed in section A.

Data subject

Signature: Date:

Print Name

Person making a request of behalf of the data subject

Signature: Date:

Print Name

Bourne Grammar School will endeavour to provide any requested information electronically if an email address is supplied.

Please note that information posted by special delivery will require a signature upon receipt. However, if the Royal Mail are unable to deliver to the address given and need to return the documentation to the School this will be returned by normal post (i.e. not under confidential cover).

**Your Checklist**

Is your contact information correct?

Have you enclosed acceptable identification?

Have you signed the form?

Have you completed all the relevant sections?

For assistance in completing the form, please call the School during term-time on 01778 422288.