## **SAR Request Form**

**Section 1: The Data Subject**

About yourself or the person you are making this request on behalf of – this information will help us to identify the personal data that we may hold about you.

**Please use block capitals and black ink.**

|  |  |
| --- | --- |
| **Title** Mr/Mrs/Miss/Ms/Dr/Rev etc. |  |

|  |  |
| --- | --- |
| **Surname/Family Name** |  |
| **First Name(s)** |  |
| **Maiden/Former Name(s)** (If applicable) |  |

|  |  |
| --- | --- |
| **Date of Birth** (DD/MM/YYYY) |  |

|  |  |
| --- | --- |
| **Home Address** (Including postcode)Note: This is the address to which all replies will be sent, unless you specify otherwise.  |  |

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| --- |
| **Details of person making request on behalf of Data Subject (if applicable)** |
| **Surname/Family Name** |  |
| **First Name(s)** |  |
| **Relationship to Data Subject** |  |
| **Preferred alternative address for correspondence** (If applicable) |  |

|  |  |
| --- | --- |
| **Contact telephone number** |  |
| **Contact email address** |  |

**Section 2: The Records**

Please provide full details about the records you believe we may hold which would you like access to:

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|  |  |
| --- | --- |
| **Have you made a request for this information from the school before?** (Yes/No) |  |
| **If yes, please provide the date of your previous request:** (DD/MM/YYYY) |  |

|  |
| --- |
| **How do you want to view your information?**For example, would you like a paper copy to be sent to your home (or alternative address) or be sent a copy in a specific electronic format to an email address?(If email is your preferred option, we will encrypt the file to keep it secure). |
|  |
| **Do you need any other help with this request?** (Yes/No – If yes, please specify below) |
|  |

**Section 3: Proof of Identity**

If we have a verified current home or email address for you on our systems, we will contact you using these details and ask you to confirm that the request has come from yourself.

If this is not possible, we will ask for documentary evidence to verify you are who you say you are.

To help establish your identity, we may ask you to provide at least two different documents which, between them, provide sufficient information to prove your name, date of birth, current address and signature. For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents, for example, utility bills, which show those details.

If you are making this request on behalf of someone else you must provide evidence you have the right to do so, for example, a letter of consent, birth certificate evidencing you have parental responsibility for a child, or any other relevant legal documentation, unless you have supplied this information to us already for other purposes.

On receipt of this completed SAR Request Form, we will contact you to arrange verification of these documents.

Please note that it may be necessary to seek further information or proof of identity (of the Data Subject or the requestor) before the request can be processed. If this is the case, then the statutory one-month day limit will start from the date all necessary information and proof is received by the school. Every effort will be made to provide you with your information as soon as possible after receipt of your application, however, in some cases we may need longer than a month to respond to your request if any complex issues are involved.

**Section 4: Declaration**

This declaration is to be signed by the requestor.

The information, which I have supplied in this application for information, is correct, and:

**Delete as appropriate**

[ ]  I am the person to whom the information relates; OR

[ ]  I have the right to make this request for information on the person’s behalf.

Signature:

Date:

**Warning:** A person who impersonates another or attempts to impersonate another may be guilty of an offence. Similarly, it is an offence to coerce consent from a Data Subject or interested third party.

Should any advice or guidance be required in completing this application, please contact our Data Protection Officer.

General advice on the UK GDPR and Data Protection Act 2018 can be obtained from The Information Commissioners’ Office, contact details of which are below.

The information on this form will only be used to support you in exercising your rights under the Data Protection Act 2018 and will be destroyed, in line with our retention schedule, after a decision on your request has been made. For further information on how the school may use your personal information visit [www.gildredgehouse.org.uk/home/our-school/data-protection/](http://www.gildredgehouse.org.uk/home/our-school/data-protection/)

**Please return this completed SAR Request Form to:**

Data Protection Manager

Gildredge House

Compton Place Road

Eastbourne

East Sussex

BN20 8AB

Email: dataprotection@gildredgehouse.org.uk

Mark your envelope or email with **Confidential - Subject Access Request**.

The contact details for the Data Protection Officer are:

|  |  |
| --- | --- |
| **Data Protection Officer**  | Education Data Hub, Derbyshire County Council  |
| **DPO Email:** | dpforschools@derbyshire.gov.uk |
| **DPO Phone:** | 01629 532888 |
| **DPO Address:** | County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG |

If you are dissatisfied with our response to your Subject Access Request, you can contact the ICO using the details below, quoting our ICO registration number **ZA475498** and that the Data Controller is Gildredge House.

Information Commissioners’ Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Website: <https://ico.org.uk/concerns/>