Diverse Academies

Subject Access Request Form September 2021

Office use

Published: September 2019 September 2020 September 2021	**Next review:** September 2022	**Statutory/non:** Statutory	**Lead:** Alison Elway Data Protection Officer
Associated documents:			
Policies to be found at www.dalp.org.uk UK General Data Protection Policy UK(GDPR)			
Links to:			
Information Commissioners Office guidance www.ico.org.uk			

SUBJECT ACCESS REQUEST FORM

You can use this form to request access to the personal information held by the trust/academy about you or as a parent/carer about your child(ren). If you are requesting information about your child(ren), **we will generally seek consent directly from a student/pupil where it is deemed that they would understand the information being requested, why it is being requested and what the requester will be using the information for**. Whilst UKGDPR does not set an age-related limit, as a trust we deem this to be from Year 9 (12/13 year olds) however we recognise that in certain circumstances this may not be appropriate and therefore we may seek consent from an individual with parental responsibility. *Please see the authority at the end of this form.*

Under the UK General Data Protection Regulation (UKGDPR) data subjects have a right to be told whether the trust/academy – or someone else on the academy's behalf – is processing your personal data and, if so, to be given a description of:

- the personal data held;
- the purposes for which that personal data is being processed;
- those to whom that personal data is being or may be disclosed.

Section one – your details

Surname:	
First name(s):	
Address:	
Telephone:	
Email:	
What is the name of the academy:	
If the information relates to a student at the academy please provide the name and age of the student/s about whose personal data you are requiring:	
Do you have parental responsibility for the student who is the 'Data Subject'. If the answer is no please provide justification for your request.	

Please ensure you enclose proof of your identity – such as a photocopy of your passport, driving licence, birth certificate or utility bill. Please provide a description of the data you are requesting in the box below. You may continue overleaf if needed. You should describe the information you need as clearly as possible: it is not sufficient to ask for "everything about me". If your request is too broad or unclear, we may need to ask you to be more specific.

Section two – declaration

I am the enquirer named in Section One of this form and request that …….. Academy (insert name of the academy to which this relates) provide me with a copy of the personal data held for the Data Subject. I enclose proof of my identity.

Signed _____

Date _____

Subject reference request – consent by student

Name …….

DOB …….

Address …….

……..

……..

Please sign as appropriate:

I consent to the release of my personal data/information as requested to:

…….. (insert name)

Relationship to you……..

The academy will advise …….. (insert name) of the date information is available to collect from the academy.

Please provide contact details (mobile number/email or postal address)

…….

Signed ……..… (student)

Date …….

OR

I request that the personal data/information as requested by ……(insert name) be released only to me. The academy will advise you of the date information is available to collect from the academy.

…….(student name) will be required to sign to acknowledge receipt of the information.

Signed …… (student)

Date: ……

Please send the completed form to the GDPR Team at the specific academy who holds your data.

OR

Data Protection Officer gdpr@diverseacademies.org.uk

Diverse Education Centre

Old Hall Drive

Retford

Notts DN22 7EA