



## SUBJECT ACCESS REQUEST FORM

You are entitled to access personal information that the school holds about you. You are currently entitled to receive this information under the Data Protection Act 2018 (DPA) and under the EU General Data Protection Regulation (GDPR).

We will also provide you with information that the school holds which includes:

- Confirmation about what personal data which is being processed.
- Access to a copy of the data.
- The purposes of processing the data.
- The categories of personal data concerned.
- Who the data has been, or will be, shared with.
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
- The source of the data, if not the individual.
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

The information you supply in this form will only be used for the purpose of identifying the personal data you are requesting and responding to you. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your application quickly.

Please be aware if the request is made during the summer break, staff won't be able to deal with your request until the new term begins.

### Section 1: Details of the person requesting information

Full name	
Address	
Contact telephone number:	
Email address:	

### Section 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follows.

- YES: I am the data subject. I enclose proof of my identity which follow it. **(Please go to section 4)**
- NO: I am the parent acting on behalf of the data subject who is aged under 13 years. I enclose proof of my own identity. **(Please go to section 3)**

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

Proof of identity - Passport, photo driving licence, national identity card or birth certificate.

Proof of Address - Utility bill, bank statement, credit card statement (no more than 3 months old); current driving license; current TV license; local authority tax bill, HMRC tax document (no more than 1 year old).

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

**SECTION 3: Details of the data subject** (ie: the person's details if different from section 1)

Full name	
Address	

**SECTION 4: What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

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We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Is contained in adoption or parental order records
- Is given to a court in proceedings concerning the child

**SECTION 5: Information about the collection and processing of data**

If you want information about any of the following, please tick the boxes:

Why we are processing your personal data

To whom your personal data are disclosed

The source of your personal data

**SECTION 6: Declaration**

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application. I understand that it is necessary for Warwick Road Primary School to confirm my/ the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed:** ..... **Date:**.....

Please return the completed form to:

Warwick Road Primary School  
Warwick Road  
Batley WF17 6BS  
Email: [office.warwickroad@kirkleeseducation.uk](mailto:office.warwickroad@kirkleeseducation.uk)  
Telephone: 01924 455593

**Correcting Information**

If after you have received the information you have requested you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware;
- We may have passed inaccurate information about you to someone else;

Then you should notify our Data Protection Officer at once, email [schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk).