



# **SUBJECT ACCESS REQUEST FORM FOR REQUESTERS**

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**Updated: January 2025**

**Signed: SJ**

**Review Date:**

## 1. Introduction

London Colney Primary and Nursery School holds personal data about many types of data subjects, such as employees, pupils, contacts and other individuals, for a variety of purposes, and is the data controller for such data.

Under the Data Protection Act (DPA 2018) and the UK General Data Protection Regulations (UK GDPR), individuals have the right to access and receive a copy of their personal data, and other supplementary information, held by us. This is commonly referred to as a subject access request or 'SAR'.

## 2. Making a subject access request

A parent or guardian can request data in respect of their own child, where a child does not have sufficient maturity to understand their rights. Where we consider the student to be mature enough to exercise their own rights, [usually by the age of 13], their consent may also be required in the event of a request from a parent.

We would normally expect to respond to a request within one calendar month, however in the case of a more complex request, we may need to take up to an extra two months in order to fully respond.

In addition, please note that as we have limited staff resources during school holiday periods, we encourage requesters to submit requests during term time, and to avoid sending a request during periods when we are closed or are about to close for the holidays. This will assist us in responding to any request as promptly as possible. If requests are received when we are closed, it is possible that we will need to extend our response time.

Although it is not compulsory, we would encourage anyone making a request to use the form below. This will help you to structure your request and prompt you to include the necessary details to enable us to locate more precisely the data that is needed.

As a minimum, the following information should be supplied, as laid out in the guidance supplied by the ICO on their website here: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/>

- your name plus any other information to identify or distinguish you from other individuals;
- your up-to-date contact details;
- if you are not the data subject, then your relationship to them, along with their full details, and their consent (if required);
- a comprehensive list of what personal data you want to access, based on what you need;
- any details, relevant dates, or search criteria that will help us identify what you want; and
- how you would like to receive the information (i.e. electronically or as hard copy).

If you do not supply this information, then it could take us longer to respond to your request and may also make it more difficult for us to locate the specific information that you are looking for. Where we have asked you for further clarification, and we process a large amount of information about you, then it is likely that the time limit for responding to the request will be paused until we receive your response.

Requests for information should be sent to our DPO, Jacky Potter, [j.potter@londoncolney.herts.sch.uk](mailto:j.potter@londoncolney.herts.sch.uk)

## 3. Proof of identity

Please note that we may need to ask you for proof of identity, and where applicable, proof of authorisation to act on behalf of the data subject. If this is necessary, we will contact you with a list of what you will need to provide. Such proof may include a passport, driving licence, recent utility bill with current address, birth/marriage certificate, credit card, mortgage statement or court orders. If this is the case, then the timescale for responding to the request will be paused until we have received the required information.

Full details on how we handle subject access requests can be found in our Subject Access Request policy which is available [www.londoncolney.sch.co.uk](http://www.londoncolney.sch.co.uk).

## SUBJECT ACCESS REQUEST FORM

### Section 1: Details of data subject

*If you are not the data subject, and you are requesting the data on behalf of someone else e.g. your child, please fill in their details in Section 1 and your own details in Section 2.*

<b>Relationship with school:</b>	Pupil / parent / employee / governor / volunteer / other (please specify)
<b>Title:</b>	
<b>Surname:</b>	
<b>First name(s):</b>	
<b>Date of birth:</b>	
<b>Sex:</b>	
<b>Address:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	

<p><b>Personal Information required</b></p> <p>In order for us to respond to your request in the shortest possible timeframe, please can you provide us with some additional details to help us locate the requested information, including a comprehensive list of what personal data you want to access plus any specific details, relevant dates, or search criteria that will help us to identify and find what you want.</p> <p><i>For more information please see the ICO's guide to submitting a request here:</i> <a href="https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/">https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/</a></p>

### Section 2: Details of data requester

*Please complete this section of the form with your details if you are acting on behalf of someone else.*

<b>Title:</b>	
<b>Surname:</b>	
<b>First name(s):</b>	
<b>Sex:</b>	
<b>Address:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>Relationship to data subject</b>	Parent / Carer / Legal Representative / Other (please specify)

### **How to receive the information**

I wish to receive the information:

- By email/secure file transfer
- By collection in person
- By post\*

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.

Please send this completed form to: Sarah Joyce, Headteacher