**Westfield Academy**

**Data Protection Act - Subject Access Request Form**

**Your details**

|  |  |
| --- | --- |
| Full Name: | Date of Birth: |
| Current Address: | Previous names, if relevant: |
| Email: | Tel No: |

We may ask you to verify your identity before releasing the information.

**2. Whose information are you requesting (the data subject)?**

 My Own Someone Else’s Both

If you are requesting someone else’s information please provide their details below. They need to sign this form to give consent for you to have the information.

|  |  |
| --- | --- |
| Full Name: | Date of Birth: |
| Current Address: | Previous Names, if relevant |
| Email: | Tel No: |

**3. What information are you requesting?**

|  |
| --- |
| Please give as much information as possible to help us find what you want |

Signed by person making the request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I consent to the above named person making this Subject Access Request on my behalf.

Signed by the data subject (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidance notes for completion of a Subject Access Request**

Anyone may make a Subject Access Request (SAR) to see the personal data we hold on them. Normally the data can only be released to to the individual concerned. Parents may make a SAR on behalf of a child under 16 but we still need the consent of the child to provide the information unless they are judged incapable of making that decision.

We need to be certain that the person making the SAR is the data subject or has the consent of the data subject to make the request. Before releasing the data we may ask for verification of your identity by asking to see original proof of identity documents such as a photocard driving licence or passport.

A Subject Access Request does not have to be made on this form. However by using this form we should have all the information we need to be able to answer your request as efficiently and effectively as possible.

Please provide as much information as possible about the data you require. Where relevant please provide dates or reference numbers. Continue on a separate sheet if necessary.

Under the legislation we have 40 days to respond to a request once received unless the request is extremely complex when we may ask for additional time.

We do not make a charge for a Subject Access Request.

Where an individual makes repeated Subject Access Requests we may refuse to provide the information again, or make a charge to provide the information.

**This form should be returned to the School Office, Westfield Academy, Stiby Road, Yeovil BA21 3EP and marked for the attention of the Data Protection Officer.**