**Subject Access Request Form**

Updated Oct 2022

Our Data Protection Officer is *Mrs Rachel Dunnage.* They can be contacted on[*dpo@godalminglearning.org.uk*](mailto:dpo@godalminglearning.org.uk) *o*r via the school office*.*

Please provide me with the information that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me and verify the lawfulness of the processing. I have detailed below the necessary information:

*Please complete this table as precisely as possible so that the school is clear exactly what personal information you wish to see. Please read the accompanying notes beforehand.*

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship with the school** | ***Please tick:***  Pupil parent employee governor volunteer  ***Please specify***  Other: |
| **Correspondence address** |  |
| **Contact number** |  |
| **Email address** |  |
| **Details of the information requested** | ***Please Insert details of the information you want that will help us to locate the specific information.*** *Please be as precise as possible, for example:*   * *My personnel file* * *My child’s medical records* * *My child’s behaviour record, held by [class teacher]* * *Emails between ‘A’ and ‘B’ between [date]* |

If you need any more information from me, please let me know as soon as possible.

I am aware that, in most cases, you must supply me with the information within 1 month and free of charge.

I look forward to hearing from you.

Yours sincerely,

*Please send your completed form to the school office or our Data Protection Officer, who will then be in touch regarding your request.*

**Subject Access Requests accompanying notes**

* Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil’s ability to understand their rights will always be judged on a case-by-case basis.

* 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
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.
* A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information.
* When we refuse a request, we will tell you why, and explain that you have the right to complain to the Information Commissioner’s Office.