

Rucstall Primary School
Subject Access Request Form (SAR)



Name of submitting person:		
Name of individual whose information is being requested:		
Name of authorised authority:		
Employee number (if appropriate):		
Daytime telephone number:		
Address:		
<p>Please provide two appropriate identification types at the time of submitting this form, in person. No personal information will be recorded from your proof of identification. We will not release individual's personal information until we are satisfied who is raising the request is either the intended recipient or a member of a legitimate authorised organisation (Police, Children's Services, Solicitor)</p> <p>Accepted proofs of identification include:</p> <ul style="list-style-type: none">- Current Passport- Current Driving License- Utility Bill (less than 3 months old)		
By completing this form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by the organisation that you are eligible to receive.		
Information Detail Requested	Date requested	Date Issued
Please note: Parents/Guardians or authorities requesting information relating to children's personal data that we process and store on behalf of our clients will need to submit a Subject Access Request (SAR) form via the school directly.		

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We will seek advice in every case, from the Information Commissioner Office (ICO) prior to releasing requested information relating to children/

Adults submitting a SAR may be required to provide more information relating to a request. In these circumstances, we will respond to you within a calendar month of submitting this SAR from.

However, if any of the information requested is in the educational record, then the school should respond in 15 school days.

Your request may be withheld due to a lawful exemption or where the information might cause serious harm to the physical or mental health of the pupil or another individual. If this is the case please see our reasons below.

If you are unhappy with the result or information released from this SAR, please contact the Information Commissioners Office to whom we recommend you seek advice on 0303 123 1113.

By signing below, you indicate that you are the individual named above. The organisation cannot accept requests regarding your personal data from anyone else, including family members. We may need to contact you for further identifying information before responding to your request. You warrant that you are the individual named and will fully indemnify us for all losses, cost and expenses if you are not.

Please return this form to the School Office.

Please allow a calendar month for us to comply with your request or contact you in relation to the requests detail.

Data subject's signature:

Date:

ID checked by:

Result of request:

Released/Declined:

Related information:

Date: