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# St Clement's CofE Primary School

## Subject Access Request

13 May 2019

Other policies linked to this policy :

1 : [Child Friendly Safeguarding Policy](#)

**Author : Zoe Law**

**Approved : Zoe Law**

*"Growing together to let our light shine"*

**St. Clement's C. of E. Primary School**, Abbey Hey Lane, Higher Openshaw, Manchester, M11 1LR

Tel. 0161 301 3268, Fax 0161 371 0267

E-mail address: [head@st-clements.manchester.sch.uk](mailto:head@st-clements.manchester.sch.uk)

Head Teacher: Mrs Jane Parker B.Ed (Hons) NPQH

Website address: [www.stclementsprimary.co.uk](http://www.stclementsprimary.co.uk)



### Subject Access Requests

#### **The individual's right to access their personal information**

Any person whose details are held by the School is entitled, under the DPA, to ask for a copy of all information held about them (or child for which they are responsible).

When a request is received it must be dealt with promptly; a response must be provided as soon as possible and within 40 calendar days and in some instances 15 school days.

The School may make a charge of up to £10 for responding to a subject access request and up to £50 (on a sliding scale for photocopying charges) for access to a pupil's educational record.

When providing the information the School must also provide a description of why the information is processed, details of anyone it may be disclosed to and the source of the data.

All personal data will be processed by the school in accordance with the school's Data Protection Policy and Guidelines. The personal data will not be kept longer than necessary and for the purpose stated on this form and will be destroyed appropriately.

## Subject Access Request Form

### Section 1

This form is used by St Clement's CofE Primary School to help you receive information we hold and process about you, the data subject (the term used for the person whose information is held by the school).

Please complete the form as fully as possible- if you do not it could make it difficult for us to process your request.

If you are applying on behalf of another person, with their consent, please include proof of your right to do so. If you need help completing the form please contact the school office.

Data subject's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Previous address if you have moved since your details were given to the school:

\_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

### Section 2

Are you the parent/guardian of the child pursuing your separate right to access your child's official educational records?	Yes	No	If yes proceed to section 4
Are you the parent/guardian of the child and acting on behalf of a child who does not understand the nature of their own access rights?	Yes	No	If yes please proceed to section 3
Are you acting on behalf of the person named above?	Yes	No	If yes please proceed to section 3

### Section 3 If you are acting on behalf of the data subject

Do you have written permission?	Yes	No	If yes please attach a copy and proceed to section 3a
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### Section 3a: Please complete the following declaration

I \_\_\_\_\_ (Applicant) declare that **I am an agent** acting on behalf (the data subject) with their full knowledge and written consent (enclosed), or on behalf of a child who does not understand the nature of the request and I am acting in their interest. I will only disclose the information to the data subject except with further authorisation from them.

Signed: \_\_\_\_\_ Agent/Parent: \_\_\_\_\_

### Section 3b: Details about the agent

Data subject's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_ Tel: \_\_\_\_\_

**Section 4:**

Please state in your own words what information you require, include details of any reference numbers given to you like payroll or client numbers, or reasons why you believe the school has your personal information on its files.

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**Section 5:**

**Declaration**

**To be signed by all applicants**

I declare that the information given in this form is correct and that I am the data subject, parent or agent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_