

Subject Access Request



Contents

Introduction to Data Applications	3
Data Request Application Requirement	3
Data Request Guide	4
Data Subject Access Application Request.....	4
Right to Rectification Application Request	4
Right to Data Portability Application Request	4
Right to Object or Restrict Processing Application Request.....	4
Right to Erasure Application Request	5
Rights in relation to automated decision making and profiling	5
Data Request Application Form	6
Checklist	6
Section 1: Data Application Request is for:-	6
Section 1: About the data request.....	6
Section 2: Please tick the box that applies to the above selection.....	6
Section 3: Timeline relating to the data request	6
Section 4: Details about you	6
Section 5: Details about the data subject.....	7
Section 5a: Details of the agent (if you are requesting on behalf of someone else).....	8
Section 6: About the data request.....	8
Section 7: Information about the request relates to.....	8
Section 8: Declaration as a data subject.....	9
Section 9: Requests on behalf of children	9
Section 10: Requests on behalf of others (legal orders).....	10
Section 11: Consent to act on behalf of data subject –	10
Section 12: Data subject’s agent –	10

Introduction to Data Applications

Data Request Application Requirement

The General Data Protection Regulation (GDPR 2016) will give you more control about how your personal data is managed, or your child/ren.

For your protection and security of the data, Townville Infant School will need to confirm you are the person whom the data is about. This will require proof of your identity and proof of consent before the request is authorised for processing, if you are acting on behalf of your child.

Once your request has been validated, Townville Infant School will have one month to respond to your request. However if your request is complex or numerous, the school may require a further two months. This will be communicated in writing.

Please send completed application forms to:-

Please complete this form and send it to:

Townville Infant School

Poplar Avenue

Townville

Castleford

Wakefield

WF10 3QJ

admin@townville.wakefield.sch.uk

Data Request Guide

Data Subject Access Application Request

The General Data Protection Regulation (GDPR) 2016 gives you the right to ask Townville Infant School for a copy of the personal information that we hold about you for the purposes of providing services to you.

You are also entitled to additional information which is set out in our privacy notice;

- The identity and contact details of the controller and data protection officer/ head teacher
- The purposes of the processing and the legal basis
- Your additional rights in respect of the data
- Your right to complain
- The categories of personal information
- Who your data has been and will be shared with
- Data source - where the data has not been collected directly from the data subject

Right to Rectification Application Request

The General Data Protection Regulation (GDPR) 2016 gives you the right to have inaccurate and incomplete personal data held about you rectified, known as 'data rectification'. You can provide a supplementary statement detailing what information requires rectification, for example, misspellings and incorrect or out of date personal data.

Right to Data Portability Application Request

The General Data Protection Regulation (GDPR) 2016 gives you the right to request for you to use your personal data across different services. This is known as the 'right to data portability'.

Please note that you are only able to request for your personal information to be transferred if the information:

- is processed for a contract
- is processed based on your consent
- is processed automatically
- was provided to Townville Infant School by you

Right to Object or Restrict Processing Application Request

The General Data Protection Regulation (GDPR) gives you the right to restrict the processing of your personal data, which can include the following:

- the data has been unlawfully processed
- if the data is contested as being inaccurate and requires verification
- a legitimate objection preventing the processing of restricted information

If you would like to object to Townville Infant School processing personal data held please complete the application to tell us about you and the data object to being processed.

Right to Erasure Application Request

The General Data Protection Regulation (GDPR) gives you the right to have your data erased, for example:-

- data that is no longer necessary, and unrelated to the original purpose it was collected for
- is of no legitimate interest to continue processing the data
- the data is being used for direct marketing, without your consent, you can object to the processing of the data
- withdrawing consent where data was collected for lawful basis purposes and you no longer give consent

If you would like to request for the personal data that Townville Infant School holds about you to be erased, please complete the questions below to tell us about you and the data you would like to be erased.

Please note, Townville Infant School may not be able to process your request if the request is subject to a legal obligation compliancy. In the event of this, we will contact you.

Rights in relation to automated decision making and profiling

Under the Data Protection Act 2018 you have to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

Data Request Application Form

Checklist

- Before proceeding, you will be required to answer all applicable information and complete the Access Request form in full
- You will be required to sign and date a declaration.
- If you are acting or requesting on behalf of the data subject, we will require their signed consent.
- You must provide current / valid photographic identification: drivers licence, passport, full birth certificate etc.

Section 1: Data Application Request is for:-

(Please put a 'X' in the relevant box)

- Data Subject Access Application Request
- Right to Rectification Application Request
- Right to Data Portability Application Request
- Right to Object or Restrict Processing Application Request
- Right to Erasure Application Request
- Rights in relation to automated decision making and profiling

Section 1: About the data request

Whose data are you requesting?	<input type="checkbox"/> My own	<input type="checkbox"/> Other
If other, what is their relationship to you?		

Section 2: Please tick the box that applies to the above selection (Please see section 4 if you are a member of staff)

- Current Student
- Former Student

Age		Month/ Year of leaving	MM/YY
Year Group/ class			

Section 3: Timeline relating to the data request

Townville Infant School may hold data about you over a period of time. Please provide us with the dates your request is in relation to.

From: DD/MM/YY	To: DD/MM/YY
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Section 4: Details about you

- Current Staff
- Former Staff

Employment start date	MM/YY
Employment end date	MM/YY

<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian	<input type="checkbox"/> other	If other, please state	
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Section 5: Details about the data subject

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx <input type="checkbox"/>			
First Name:		Middle init:	
Surname:			
Current address:			
Postcode:			
From what date have you lived at this address:	DD/MM/YY		
Email Address:			
Telephone Number/s:			
Date of birth:			

Other names the data subject is or might be known as:	
Approximate age is Date of Birth not known	

If current address is less than two years, provide previous address/s for last two years					
1. Previous address:					
Post code:					
	From	MM/YY		To	MM/YY

2. Previous address:					
Post code:					
	From	MM/YY		To	MM/YY

Section 5a: Details of the agent (if you are requesting on behalf of someone else)

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx <input type="checkbox"/>			
First Name:		Middle init:	
Surname:			
Current address:			
Postcode:			
From what date have you lived at this address:		DD/MM/YY	
Email Address:			
Telephone Number/s:			
Date of birth:			

Section 6: About the data request

Townville Infant School uses personal data for a number of purposes. Please tell us which service you believe holds personal information about you that your request is in relation to. _____

Section 7: Information about the request relates to

Please tell us what the request is about in relation to the selection made in Section 5.

Section 8: Declaration as a data subject

The rights granted to me under the General Data Protection Regulation, and the personal data detailed about me within this data request form, I confirm I am the data subject.

Signed _____ Date _____

Section 9: Requests on behalf of children

This section is to be completed by the data subject's agent, if they are acting on behalf of their child who is aged 17 or under.

Please confirm the data subject's age: _____

If you are acting on behalf of your child, then we will require proof of parental responsibility. This can be evidenced with their full birth certificate.

If you are acting on behalf of your child and they are between 13 and 17 years old, then we require written consent from them. If consent can be provided, then Section 11 needs to be filled in by your child consenting to you acting on their behalf.

If your child is unable to give consent and is between the ages of 13 and 17, then please explain why.

Section 10: Requests on behalf of others (legal orders)

If you are making a request on behalf of an individual who is not your child, and you do not have the legal power to give consent, and they are able to consent to you acting on their behalf; they need to complete Section 11.

If the individual is over the age of 13 and is deemed not to have consent by virtue of a certified court order i.e. power of attorney or a deputyship order then Section 11 needs to be filled in by the person you are acting on behalf, or if you do not already have legal power to do so.

If you have been given legal powers to act on their behalf, please confirm what legal powers you have. We will require evidence of this in order to process your request.

- Deputyship
- Power of attorney
- Other

If you have selected 'other', than please inform us what legal powers you have.

Section 11: Consent to act on behalf of data subject

To be completed by the data subject if written consent is required to process the request for information detailed in Sections 9.

I, _____ Agree / Do not agree (Please select one option), that _____ can act on my behalf regards the information request detailed in this application and information held about me by Townville Infant School.

Signed _____ Date _____

Section 12: Data subject's agent

To be completed by person(s) acting on behalf of the data subject.

I confirm I am acting on behalf of _____ and have submitted proof of my authority to do so.

Signed _____ Date _____