**Subject Access Request**

Request for information under the General Data Protection Regulation (GDPR) – Subject Access Request (SAR)

This form should be completed only if you are requesting personal information relating to yourself or on behalf of another person. Please complete in block capitals or type.

**Personal details of the person requesting the information:**

|  |  |
| --- | --- |
| Surname: |  |
| Forename: |  |
| Address: |  |
| Postcode: |  |
| Telephone number: |  |
| Email: |  |

**Are you the Data Subject (i.e., the person whose information you are requesting)?**

Please tick the appropriate box:

|  |  |  |
| --- | --- | --- |
| Yes |  | Please go straight to Information Requested section below |
| No |  | Please continue to next question below |

**Personal details of the Data Subject:**

|  |  |
| --- | --- |
| Surname: |  |
| Forename: |  |
| Address: |  |
| Postcode: |  |
| Date of birth: |  |
| Telephone number: |  |
| Email: |  |

**Please describe your relationship with the Data Subject that leads you to make this request on their behalf:**

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**Information requested:**

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| --- |
| Please provide a clear description of the information you are requesting including, dates, departments and/or any additional information which will enable us to locate it. |

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**If you would like a full copy of the personal records held by the school, please tick here:** 🞏

**School Details:**

Please advise to which school this Data Subject Access Request form relates:

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| --- |
|  |

**Declaration**

I certify that all information provided within this application form is true. I understand that it will be necessary for a representative of the school to confirm my/the Data Subject’s identity and it may therefore be necessary to supply more detailed information/evidence if required.

|  |  |
| --- | --- |
| Signature (Parental responsibility): |  |
| Or: |  |
| Signature (Pupil aged 13+): |  |
| Print name: |  |
| Date: |  |

**General Data Protection Regulation (GDPR)**

Data Processing in the UK is regulated by the Information Commissioners Office (ICO), the Bishop Wilkinson Catholic Education Trust Group (and all associated schools) is registered with the ICO as a Data Controller, registration ZA307087.

The completed Data Subject Access Request Form should be returned to the school directly or alternatively emailed to: gdpr@bwcet.com.

The details you supply on this form will only be used in conjunction with your application for the supply of documents.

**Time Period for Responding to a SAR**

The Bishop Wilkinson Catholic Education Trust (the Trust) will ensure that the rights of people about whom the information is held can be fully exercised under the Regulation.

The Trust will provide individuals with a copy of the information held about them, without delay and at the latest, within one month of receiving a request. On receiving such a request, the Trust/School will check and require evidence of the identity of the individual and any further information required to isolate the records pertaining to the request.

Where a subject access request has a broad scope, the Trust/school may ask for more details to locate the information that is of interest. Where a large volume of information is held, the Trust/school may seek to make the information available in ways other than providing a copy.

**BWCET/school Use Only:**

|  |  |  |
| --- | --- | --- |
| Received by: |  | Date: |
| Forwarded to: |  | Date: |
| Date to be completed by: | |  |
| Comments: | | |