**Subject Access Request Form**

**Application form to assist with your request to access your personal data held by the School/Good Shepherd Trust (the Trust)**

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| **Your Subject Access Rights**Subject to certain exceptions, you have a right to have access to and / or correct any personal information that the School/Trust holds about you (your ‘personal data’).If you wish to make a Subject Access Request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to the School/Trust to help assist with your request.If you are making a request on behalf of a child, then please note that once a child is 12 and depending on the child's maturity and capacity to understand their rights you will need their authority to request the data. This form is **NOT** mandatory; the purpose of this form though is to help pinpoint the required and necessary information that is being requestedThere is not usually any fee to pay to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply. |

The term “data subject” refers to the person about whom the information is being requested

**Section1 – Details of the data subject**

|  |  |
| --- | --- |
| Title eg Mr, Mrs, Miss,Ms, Other (Specify) |  |
| First Names |  |
| Surname/Family Name |  |
| Date of Birth (dd/mm/yyyy) |  |
| Gender |  |

|  |  |
| --- | --- |
| Email address |  |
| Current Home Address (must NOT be a PO box address) |  |
| Telephone number/s |  |

**Section 2 - Are you the data subject?**

|  |  |
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|  | Please tick |
| Yes  | If you are the data subject, please go to Section 4 |  |
| No | If you are acting on behalf of the data subject, please go to Section 3 |  |

**Section 3a**

**Details of the person requesting the information (if different to Section 1)**

|  |  |
| --- | --- |
| Title eg Mr, Mrs, Miss, Ms, Other (please specify) |   |
| First Names |  |
| Surname/Family Name |  |
| Company (if applicable) |  |
| Email address  |  |
| Address (must NOT be a PO box address) |  |
| Telephone number |  |

**Section 3b – Relationship with data subject.**

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|  Please describe your relationship with the data subject that leads you to make this request on their behalf: |
|  |

**Section 3c – Authority to release information**

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| A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject’s signature below or provide a separate note of authority. This must be an original signature, not a copy.If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney. I hereby give my authority to the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679) |
| Signature of Data Subject:  | Date:  |

**Section 4 – Proof of Identity.**

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| To prove the data subject’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.In addition, if you are acting on the data subject’s behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below. |
| **List A (one from below)**  | **List B (plus one from below)**  |
| * Current valid (signed) Passport
* Photo driving licence
* National Identity Card
 | * A letter sent to you by the Trust
* Utility bill showing current home address
* Bank statement or Building Society Book
* Council Tax Bill
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**Section 5 – Details of the data required**

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| Please provide as much detail as you can about the personal data you are requesting. To help us locate it quickly please describe as precisely as possible the information you seek, together with any additional information which will help us to locate it, for example: the School or departments in which it may be held; the nature of your current/past relationship with the Trust (i.e. student/parent/ employee); the dates on which correspondence or other material may have been created, etc. Please include your staff number (if applicable) and continuing a separate sheet if necessary: |
| Are there any specific dates you require this information to relate to? Please state: |

**Section 6 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the Trust may need to obtain further information from me/my representative to comply with this request.

**Signature of Data Subject/Representative:**

**Date:**

Please return the completed form to:

peter.coates@goodshepherdtrust.org.uk

or

The Data Protection Officer

The Good Shepherd Trust

Larch Building

Larch Avenue

Guildford

Surrey

GU1 1JY

**Voluntary Information**

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| It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don’t have to provide any reason and it will have no bearing on the processing of your subject access request):  |