Subject Access Request Form

This form is for any person who wishes to apply for access to personal data held by Rowley View Nursery School Office. Please read the Subject Access Request Guidance Notes below before completing this form. A separate form should be completed for each individual.
NOTE: This is not a mandatory form – Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.

Subject Access Request Guidance

Please read before filling in the Subject Access Request Form

Which sections should I complete?

Sections 1, 2, 3, 4 and 5 should be completed for all applications.

Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative) should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

Section 3 (Proof of the applicant's identity) - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

This form is designed to assist the process of making a subject access and, as a consequence, may speed the process up; but it is not mandatory, all subject access requests made in other formats will also be processed.

What information will help with the processing of my subject access request?

In order to process a Subject Access Request, we require proof of the requestors:

- Full Name
- Address
- Contact Telephone Number
- Identification- A request should be accompanied by 2 forms of identification. (Copies are acceptable) and may include a utility bill to confirm address and a passport or birth certificate to confirm name.

Other acceptable forms of identification include.

- Full valid Current passport
- Driving License (with or without photograph)
- Local Bus Pass
- Birth/Adoption/Marriage Certificate
- Identity Card issued by a recognised local employer

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- NHS Medical Card
- Council or social landlord rent book
- Allowance/Benefit/Pension Book
- Letter from a responsible person (e.g. Solicitor, Doctor, Minister of religion, Teacher etc.) which says they know the applicant and confirms the applicants name and address
- Recent Council Tax Bill

What information does Rowley View Nursery School hold?

Rowley View Nursery School holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about pupils education record, applications you have made and any other action undertaken. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

Rowley View Nursery School is also the 'data controller' for certain information held by other bodies which are contracted by Rowley View Nursery School in connection with the conduct of specific passport activities. This is likely to be the case if you have been interviewed or if an application has failed or been withdrawn. There are exceptions to this – for example, Rowley View Nursery School is not the data controller for medical records held by such contractors and has no remit to disclose such.

How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Act, and have provided sufficient information, you should receive a response within 1 month from the date that we accept your application for processing and for information containing, in whole or in part, a pupil's 'educational record', a response will be provided within 15 school days.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

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General Notes

1. We will not acknowledge your application in writing but we will provide you with a reference number when we write to you
2. There is no fee for a Subject Access Request; however this may change depending on the complexity of each case. We accept cheques or postal orders made out to Rowley View Nursery School
3. When we process information requests for children aged 13 or over and spouses, we require their signature of authority before disclosing data. A separate application form should be completed for each individual and additional fee submitted. Sections, 4 and 5 should be completed by a parent/guardian for a child under 13
4. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, as school records also include third party information that we cannot release to you under the Data Protection Act, e.g. another person's data, this is removed
5. We will not disclose information by telephone. Disclosure by post is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6

Checklist

Have you completed all relevant sections of the form?

If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?

If you are submitting the form yourself, have you signed the form at Section 5?

If you are signing as a parent or guardian of a child under 13, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?

Have you enclosed two pieces of identification from the lists in Section 3?
(One from each of A and B)

Have you signed the declaration in Section 5?

Have you provided as much information as possible to enable us to find the data you require?

Please send your completed form, proof of identity to*:* -
Nikky Gregory
Rowley View Nursery School
149 Dangerfield Lane
Wednesbury
West Midlands
WS10 7RU

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Section 1 – Applicant Details

Title (please tick one):	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Title (please state):
Forename(s):	
Family Name:	
Previous Family Name:	
Other name(s) known by:	
Date of Birth (dd/mm/yyyy):	……../……./……. Male ☐ or Female ☐
Nationality:	
Place of Birth:	
School Reference Number:	School Reference: ……
Please give details of any other known reference numbers issued by the school	Other references: …… State context: ……

Section 2 – Applicant Details

Current Address: Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address: Postcode:	

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Section 3 – Proof of the applicant's identity

In order to prove the applicant'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 an original passport, driving licence or identity card

List A (photocopy of one from below)		**List B (plus one <u>original</u> from below) ***	
Passport/Travel Document	☐	A letter sent to you by the school	☐
Photo driving licence	☐	Utility bill showing current home address	☐
Foreign National Identity Card	☐	Bank statement or Building Society Book	☐
Child under 13 : Full birth certificate	☐		☐
Child under 13 : Court Order(s)	☐		☐
	☐		☐

For a child under 13 years of age please provide photocopies of all Court Orders. Please state if there are none

* Any original documents you send to us will be returned by first class post.

Section 4 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

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Section 5 – 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 Rowley View Nursery School may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:

Section 6 – Representative Details

(If completed Rowley View Nursery School will reply to the address you provide in this section)

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

Section 7 – Proof of the Representative's identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)		**List B (plus one <u>original</u> from below)**	
Passport/Travel Document	☐	A letter sent to you by the Passport Office	☐
Photo driving licence	☐	Utility bill showing current home address	☐
Foreign National Identity Card	☐	Bank statement or Building Society Book	☐
	☐		☐
	☐		☐

Section 8 – Authority to release information to a Representative

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A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 13, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

Section 9 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

(a) Date required:
(b) Reason (please state and supply supporting evidence):

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