

St Bartholomew's School
Data Subject Rights and Request Form

All Data Subjects have the Right under the GDPR about personal information that we hold about you. St Bartholomew's School has designed this form to make the process as easy as possible. You can also use this form to request personal information about someone else, provided you have written authority. You don't have to use this form to make the request, but you'd need to give us the same details.

There is no charge for this request (unless it is manifestly unfounded or excessive, or repetitive).

We may also contact you if we need further proof of identity for you or anyone else named on the form.

Please write in BLACK INK & BLOCK CAPITALS, scan and return form to DPO@stbarts.co.uk. This form can also be posted to: Data Protection Officer, St Bartholomew's School, Andover Road, Newbury, Berkshire, RG14 6JP.

1. Details of the data subject (the individual about whom data is being requested)

Full Name	
Address and postcode	
Email address	
Telephone number	
Date of Birth	
Please provide other information that can aid our search e.g. Previous names, abbreviations, addresses	

2. Are you asking to see personal information about yourself or someone else?

Yourself: go to section 4

Someone else: go to section 3.

3. If this request is made on behalf of, or relating to, someone else - please provide your details as the authorised representative. Please note that the Information Commissioners Office states 'You must provide children with the same information about what you do with their personal data as you would give to adults. In order for processing to be fair, there is the same need for transparency, as this gives an individual control and choice'.

Full name	
Address and postcode	
Email address	
Telephone number	
What is your relationship with the person named above?	
We require written authority from the person named in Section 1. for you to make the request on his/her behalf. Detail here and attach (either the original document or a certified copy*) this written authority.	
We require documentary evidence (either the original document or a certified copy*) of your identity i.e. your driving licence, birth certificate. Please detail what evidence is being provided.	
Your Signature	
Date	

**"Certified Copy" means St Bartholomew's School is able to accept copies certified by a lawyer/solicitor/attorney, by a doctor or by the institution which issued the original document).*

St Bartholomew's School
Data Subject Rights and Request Form

4. Please describe the information you seek with any other relevant information (such as dates, locations, the type of data) that will aid our search. Please set out what action you are requesting for this data. Please use a separate sheet if necessary

5. Confirmation

Please sign below, as confirmation that the information given on this application to St Bartholomew's School is true, and you understand that we may need more information to confirm your identity and to locate the information that you are requesting. You warrant that you are the data subject or their authorised representative and will fully indemnify us for all losses, cost and expenses if you are not.

To confirm your identity (and - if relevant – also the identity of the person making this request on your behalf), please provide to us documentary evidence such as driving licence, passport or birth certificate.

This can be:

- provided in person to the Data Protection Officer (DPO) at St Bartholomew's School, Andover Road, Newbury, RG146JP;
- Email of a scanned copy to DPO@stbarts.co.uk.

Please note that this request will be processed **within one month of receiving all the information above**. A maximum of two additional months may be required where the request is deemed complex or numerous – we will inform you if this is the case.

Signature of Data Subject or Authorised Representative		Date	
---	--	-------------	--

Please send this signed form to the Data Protection Officer at St Bartholomew's School: DPO@stbarts.co.uk; this can also be posted or provided in person to the address above.

Please attach any other documents as required.

Office Use Only:

DSAR form received by (employee name):

Date:

Please specify how identity was confirmed:
(please provide identity details i.e. passport number or photographic ID number and attach a copy)

Request Processed by:

Date:

Request Authorised by:

Date:

Details (i.e. copy of file given to requestor, viewing arranged, reasons for withholding any information):