SUBJECT ACCESS REQUEST FORM

Please complete this form if you would like us to supply you with a copy of any personal data we hold about you or your child.

You are currently entitled to receive this information under the UK General Data Protection Regulation (UK GDPR).

We will endeavour to respond promptly and within one month at the latest from:

- our receipt of your request or
- our receipt of any further information we may ask you to provide to enable us to comply with your request.

Please Note: The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

1. Details of the person requesting the information:

Full Name:	
Address:	
Contact Telephone:	
Email Address:	

2. Are you the subject of the information you are requesting?

Please tick the appropriate box and read the instructions that follow it.

[ ] **YES,** I am the data subject

[ ] **NO**, I am acting on behalf of the data subject in a parental capacity

[ ] **NO**, I am acting on behalf of the data subject and have enclosed written authority and proof of the data subject's identity and my own identity (see below)

Proof of Identity

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) as follows:

One of:

Proof of Identity: Passport, photo driving licence, national identity card, birth certificate.

In addition, one of:

Proof of Address: Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

Where requesting details of information held about a student, we need to confirm your right to this information. To do this we need a copy of the child's birth certificate or other official documentation confirming your parental/carer rights.

Where requesting information on behalf of another individual, we need to see the written authority of the individual involved confirming both their and your identity and clearly stating you are acting on their behalf and with their full knowledge.

If we are not satisfied that you are who you claim to be, we reserve the right to refuse to grant your request.

Note: *where requests are made in person and we can identify an individual due to a current or prior relationship with The Axis Academy, for example if you are a parent known to us, we may waive the right of identification at our discretion.*

3. Details of the Data Subject (if different to 1 above)

Full Name:	
Address:	

Please tick the box that applies to (this information may help to speed up your request):

	Student ☐	Former Student ☐	Parent/ Carer of student/ former student ☐	Current Staff ☐	Former Staff ☐
Age:					
Year group/class:					
Insert Year of leaving:					
Insert Years From/To:					

Please Note: A parent or carer does not have an automatic right to information held about their child. The right belongs to the child and the parent(s) acts on their behalf, where they have parental responsibility for the child. In England, the age at which a child reaches sufficient maturity to exercise their own right to access their information is normally 13, but this may vary amongst individuals. Once a child reaches sufficient maturity, the parent may only act with their child's consent.

Where a child is over 13 and a request is made on their behalf, we may contact them separately to seek their signed consent for someone to access their records on their behalf. When deciding whether information about a child can be released, consideration is also given to the best interests of the child.

Please refer to the school's Information Rights Policy for further information.

4. What information are you seeking?

Please describe in the box overleaf, the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Whilst in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, not to provide you with copies of information requested if to do so would take "disproportionate effort", or may charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive".

However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

5. Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

[ ] Why we are processing your personal data
[ ] To whom your personal data are disclosed
[ ] The source of your personal data

6. Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to **The Axis Academy** is true. I understand that it is necessary for **The Axis Academy** to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

I further understand that, in line with the School's Subject Access Request Policy, if I am requesting information in relation to my child the school reserves the right to request the consent of my child in relation to the releasing of information. If consent is not forthcoming, the school are unable to comply with my request.

Signature:
Print Name:
Date:

Documents that must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to, Office Manager

Additional Rights

If, after you have received the information you have requested you believe that:

- the information is inaccurate or out of date or
- we should no longer be holding that information or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else

you should notify the School immediately.