# Strictly Private & Confidential

**OUTWOOD GRANGE ACADEMIES TRUST**

**SUBJECT ACCESS REQUEST FORM (SAR)**

This proforma is to be used to make a Subject Request under the Data Protection Act 2018 whereby Data Subjects have the right of access to any personal data held by a Data Controller.

Please see the attached guidance notes to help you in completing this form.

In order to comply with your request, Outwood Grange Academies Trust must be satisfied with the identity of the enquirer. Therefore, would you please complete the following information below in BLACK ink and return your completed form to the Principal at the relevant Outwood Academy, for processing. Please mark the envelope “Strictly Private & Confidential”.

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| **1.** **DETAILS OF PERSON REQUESTING THE INFORMATION** | | | | |
| Title (Mr, Mrs, Miss, Dr, etc) | |  | Date of Birth |  |
| Surname/Family Name | |  | Sex (Male/Female) |  |
| First Names | |  | | |
| Maiden/Former Surnames | |  | | |
| Telephone Number (Day) | |  | Telephone Number (Evening) |  |
| E-mail address (please indicate whether this is work or home e-mail address) | |  | | |
| Home Address | |  | | |
|  | |  | | |
| Post Code | |  | | |
| Are you the Data Subject? | |  | | |
| Please indicate | YES | If you are the Data Subject please enclose proof of identity as detailed below | | |
| NO | If not please attach a copy of your authority to act on the Data Subject’s behalf and your relationship to the Data Subject | | |
|  | | Relationship to the Data Subject: (please state) | | |

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| **2.** **PROOF OF IDENTITY** |
| To help establish your identity, you **must** submit a **photocopy** of **one** document from the following: |
| Confirmation of name:  Birth Certificate, Passport, Full Driving Licence or Photocard Driving Licence |

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| **3.** **HELPING US TO FIND THE INFORMATION** |
| Please use the space below to provide further details to help locate the information sought. For example, specific documents or information that you are seeking and any relevant time periods. Please be as precise as possible and provide dates of interest to be covered by this subject access request. |
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| **4.** **DECLARATION**  Declaration (to be signed by the applicant)  The information that I have supplied in this application is correct and I am the person to whom it relates. | | | |
| Signature |  | Date |  |
| **Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.** | | | |

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| **5.** **YOUR CHECKLIST** | | | |
| Is your contact information correct? |  | Have you signed the form? |  |
| Have you enclosed acceptable identification? |  | Have you completed all the sections? |  |
| Have you enclosed the fee? |  | Have you provided accurate detail to enable us to find the information? |  |

# Guide to making a Subject Access Request

These notes are intended only as a guide to completing the Subject Access Request form, not as a guide to the Data Protection Act . The Data Protection law is set out in the Data Protection Act 2018. Further information and advice is also available from the website of the Data Protection Regulator – the Information Commissioner – see [www.ico.uk](http://www.ico.uk/)

# Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether Outwood Grange Academies Trust, as a Data Controller, is holding or processing any information about you; and if so, to be provided with a copy of that information upon specific request. The records covered by the Act include all computer records and limited categories of manual records. Under the Act a pupil, or someone acting on their behalf, has the right to access their personal information held by Outwood Grange Academies Trust. The Trust’s Data Protection Policy provides clarity on the age at which a pupil becomes the controller of their own data.

# The Academy’s Rights

Where an exemption is available under the Act, the Trust may not provide you with the information covered by the exemption.

The main exemptions that may be applied are where the information held relates to:

* + the prevention or detection of crime; or
  + the apprehension or prosecution of offenders.

Where the disclosure of the information would be likely to prejudice any of these purposes the Trust is not required to tell you whether any exemptions have been applied to any information that the school may provide, or whether any information has been withheld or the reason for the withholding of any information. A further exemption exists when information may be withheld in relation to the provision of examination marks before they are officially announced and copies of examination scripts.

# Processing by the Academy

Applications will be processed promptly, but in any event a response will be made within one month, as permitted under the Data Protection Act, from the date that the academy accepts the completed application form along with your proof of identity.

# Proof of identity

The Academy has a duty to ensure that the information it processes is secure; the Academy will only provide the information relating to you if satisfied regarding your identity, i.e. that you are entitled to the information. The Academy therefore requires you to provide reasonable proof of your identity. Examples of the types of identity documents that the will be accepted are listed in the form. Applications that do not include acceptable identity will not be processed, but the Academy will contact you should this be the case.

The Academy does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information the Academy holds about you may identify another person, you may wish to obtain that person’s written consent (to you being given his/her information). That should be submitted to the Academy with this application, along with their proof of identity (to the same standard as is required for yourself).

# Submission

When you have completed the form, please send it together with your proof of identity to the Principal of the relevant Outwood Academy. The address of all academies can be found on our website www.outwood.com.