



GDPR Support for Schools

Hadfield Infant School

SUBJECT ACCESS REQUEST FORM

It is not mandatory to use this form but it will help us to give a timely and accurate response to your subject access request under Article 15 of the General Data Protection Regulation. Please complete the table below and return the form by post or email to the Data Protection Officer.

If you are making this request on behalf of someone else you must provide evidence you have the right to do so, e.g. letter of consent, birth certificate evidencing you have parental responsibility for a child or any other relevant legal documentation, unless you have supplied this information to us already for other purposes.

Name	
Date	
Signature The information, which I have supplied in this application, is correct, and I am the person to whom it relates/I have the right to make this request on their behalf (delete as appropriate)	

Details of the Data Subject

Date	
Title	
Surname	
Forename(s)	
Date of Birth	
Address	
Email address	
Preferred response format (post or email)	
Other name(s) by which you have been known (if applicable)	
Relationship to the School	
Proof of ID enclosed/attached (ideally send a photocopy/scan of one form of photo ID)	
Description of your request, including information to help us locate the personal data you seek	
Which records, that you believe we hold, would you like access to	
Have you made a request for this information before? If so please provide the date of this request	
How would you like to view this information? For example, in person at one of our offices, by post or email (if this is your preferred option we would encrypt the file to keep it secure)	



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