



Appendix A – Subject Access Request Form

Requests for Access to Personal Data under Article 15 of the General Data Protection Regulation (GDPR) 2018.

Under the GDPR, you may receive a copy of your personal data held by the Canon Burrows C of E Primary School electronically or in manual filing systems simply by submitting a subject access request.

Access requests can be submitted by written or electronic means. You may use the Canon Burrows C of E Primary School subject access request application form, write a letter, or submit your request using other electronic means, such as an email. You may also submit a request verbally, although a written request is preferable if possible, so that there can be no doubt as to the details of the request.

All written applications along with proof of identity should be addressed to:

Data Protection Officer,
Canon Burrows C of E Primary School
Oldham Road
Ashton-Under-Lyne
OL7 9ND

To help us answer your request please be as specific as possible about the information you wish to see, and give as much information as you can to help us find it.

You are legally entitled to a decision regarding your request within 30 days of Canon Burrows C of E Primary School receiving your request. The 30 days begins the day after the school receives your request. So, for example, if your request is received on 29 March, the school would have until 30 April to respond to your request, irrespective of weekends. Public holidays, however, are excluded from the 30 days. However, every effort will be made by the Data Protection Officer to deal with your request as soon as possible, and you will receive an acknowledgement on receipt of your application, which will outline the deadline for your particular request.

If you are unhappy with the decision of the Data Protection Officer you have the right to complain to the Information Commissioner's Office who will investigate the matter for you. The Information Commissioner's Office has legal powers to ensure that your rights are upheld. You also retain the right to seek a judicial remedy.

Role of the Information Commissioner's Office

The Information Commissioner's Office, with whom Canon Burrows C of E Primary School is registered as a data controller, oversees compliance with the terms of data protection legislation. The Information Commissioner's Office has a wide range of enforcement powers, including investigative and corrective powers. The telephone number to contact them is 0303 123 1113, and website is www.ico.org.uk.

GDPR Data Subject Access Request Policy

Access Request Form: Request for a copy of Personal Data under Article 15 of the General Data Protection Regulation 2018.

Important: A photocopy of your proof of identity (E.g. passport or driver's licence) and a photocopy of proof of address must accompany this Access Request Form (see Note below).

Section A – please complete this section

Full Name _____

Postal address _____

Telephone/email*

_____ (include area code)

*we may need to contact you to discuss your Access Request.

Section B – please complete this section

I,[insert name] wish to have access to data that I believe Canon Burrows C of E Primary School retains on me as outlined below (please include any relevant information to assist us)

Signed: _____ Date: _____

| Checklist: Have you: | Yes | No |
|---|--------------------------|--------------------------|
| Completed the Access Request Form in full? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attached a photocopy of proof of your identity and address? | <input type="checkbox"/> | <input type="checkbox"/> |
| Signed and dated the Access Request Form? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have ticked **No** to any question above the Canon Burrows C of E Primary School cannot process your request.

Please return this form to: **Data Protection Officer, Canon Burrows C of E Primary School, Oldham Road, Ashton-Under-Lyne, OL7 9ND**

Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.