

School Data Subject Access Request Form

If you wish to make a request for personal data under the Data Protection Regulation please complete the form below to enable us to process your request. This form is not mandatory, however, it will help us to respond to your request as quickly as possible. The school will endeavour to respond to your request within one calendar month. We may extend this time if the request is complex, however, we will inform you of this within one month of receipt of the request together with the reason for the delay.

This form can be submitted to the school via email to office@sandown.school or by post to The Headteacher, Sandown Primary School and Nursery, The Ridge, Hastings, East Sussex, TN34 2AA.

Your Name		E-mail or Postal Address (whichever is your preferred contact method)	
Phone Number (optional – used to contact you about your request)			
Are you the Data Subject?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If you selected 'No' add name of Data Subject
Your Relationship to the Data Subject or state 'Not Applicable':			
If you are requesting data on behalf of a child, please note that we may consult with the child if we believe they have the capacity to understand the request.			
Do you want a copy of some personal details?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, Please select another option below
Information about Processing <input type="checkbox"/>	Collection about Data <input type="checkbox"/>	Erasure of Data <input type="checkbox"/>	Objection to restrict the use of Data <input type="checkbox"/>
If Yes, Which Data? Please describe below and provide us with as much detail as possible to aid us in our search			
Have you enclosed/attached a copy of your photo ID?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please sign:			Date: