

Subject Access Request Form

Application for access to your personal data held by the Lobley Hill Primary School

Your Subject Access Rights

Subject to certain exceptions, you have a right to have access to and/or correct any personal information that Lobley Hill Primary School holds about your child (your 'personal data').

If you wish to make a Subject Access Request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to the school office.

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to school. You are not obliged to use this form, but if you do not, please ensure that all necessary information on this form is provided to Lobley Hill Primary School

You will not usually need to pay a fee to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply.

The term "data subject" refers to the person about whom the information is being requested

Section 1 – Details of the data subject

First Name	
Family Name	
Date of Birth (dd/mm/yyyy)	
Gender	☐ Male ☐ Female
Current Address	
Telephone number	

Section 2 - Relationship with data subject.

Please describe your relationship with the data subject that leads you to make this request on their behalf:

Section 3 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Section 4 – Authority to release information

I hereby give my authority to make a Data Subject Right Request under Data Protection Legislation.

Signature of Representative:

Date: