

Subject Access Request Form

For use when requesting your personal data under the General Data Protection Regulations.

**1 Details of the person requesting the information**

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Telephone No |  |
| Email address |  |

**2 Are you the data subject?**

*(The data subject is the individual to whom the information requested relates)*

🞎 **YES** If you are the data subject, please supply the following evidence so that we can

check that we are releasing the data to the correct person.

|  |  |
| --- | --- |
| Your date of birth |  |
| Any previous names you have been known by |  |
| Job title (if staff enquiry) |  |

**Please supply copy photo ID (passport, driving licence or other photo ID – this can be sent by post, or email to achiano@sjcs.co.uk, or brought to the Bursary office in person)**

🞎 **NO** If you are acting on behalf of the Data Subject, you must provide written

authorisation from the data subject to obtain their personal data before this request can be processed. We will still require photo ID from the Data subject, as well as yourself. If you are not the Data Subject, complete the details below.

|  |  |
| --- | --- |
| Full name of the Data Subject |  |
| Date of Birth of the Data Subject |  |
| Address of the Data Subject |  |
| Your relationship to the Data Subject |  |

**3 Search Details**

Please give details of the specific information you require if possible – please give as much detail as possible, providing identifying information, including dates.

|  |
| --- |
|  |

**4 Receiving Your Data**

Please confirm whether you would like to receive your personal data in electronic or paper form. The electronic option will only be used if the file(s) are small enough to send via email. The files will be password protected and sent to the email address given in Section 1. You will receive the password to access the file(s) separately. If you select the paper option, your data will be sent to you via first class recorded delivery, to the address given in Section 1.

I wish to receive my data . . . 🞎 **BY EMAIL**

🞎 **BY POST**

**5 Declaration**

I certify that the information given on this application form is true. I understand that it is necessary for the school to confirm my / the Data Subject’s identity and that it may be necessary to obtain more detailed information in order to locate the correct information.

|  |  |
| --- | --- |
| Signature |  |
| Print Name |  |
| Date |  |

You may download this form, complete it and send it with your proof of ID to
The Bursar, St John’s College School, 75 Grange Road, Cambridge, CB3 9AA

Or by email to achiano@sjcs.co.uk.

Documents which must accompany this application are

1) Evidence of the Data Subject’s identity

2) Evidence of the Data Subject’s consent to disclose their personal data to a third party

(if required as indicated above)