

# Haileybury Turnford

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## Subject Access Request Guidelines

An individual can find out what personal data is held about them, why it is held and who it is disclosed to by submitting a subject access request (SAR).

What is personal data?

It relates to a living individual and allows that individual to be identified from it.

How does an individual make a SAR?

A SAR needs to be made in writing.

What is the individual entitled to?

A SAR is most commonly used by individuals who want to see a copy of the information that an organisation holds on them however the SAR scope is wider than that and the individual is entitled to be

- Told whether any personal data is being processed
- Given a description of the personal data, reasons it is processed and whether it is given to any other organisations or people
- Given a copy of the personal data
- Given the sources of the data where this is available.

### Response time limit

A SAR must be responded to within 40 calendar days of it being received by the organisation.

### Exempt information

Some types of personal data are exempt from the right of subject access and so cannot be obtained by making a SAR. Information may be exempt because of its nature or because of the effect its disclosure is likely to have. There are also some restrictions on disclosing information in response to a SAR – for example, where this would involve disclosing information about another individual.

### Subject Access checklist

The information Commissioner's Office (O+ICO) online SAR checklist can be found here:

<https://ico.org.uk/for-organisations/subject-access-request-checklist/>

It will give guidance on how to handle a SAR and what actions to take if the SAR cannot or should not be fulfilled.

# Subject Access Request Form

This is not a mandatory form, Subject Access Requests made in other formats will also be considered. This form is designed to ensure that we have all the information necessary and to speed up the process.

## Section 1 – Subject Details

The person whose data we hold and you wish to see. A separate form should be completed for each individual.

Title (please tick one):	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Title (please state):
Forename(s):					
Family Name:					
Previous Family Name:					
Other name(s) known by:					
Date of Birth (dd/mm/yyyy):	...../...../.....		Male <input type="checkbox"/>	or Female <input type="checkbox"/>	

## Section 2 – Applicant Details

The subject or the parent/carer or legal guardian of the subject.

Title (please tick one):	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Title (please state):
Forename(s):					
Family Name:					
Current Address:					
Postcode					
Daytime Telephone No:					
Email Address:					

**Section 3 – Proof of the applicant’s identity**

In order to prove the applicant’s identity, please provide copies of two pieces of identification, one of which must be photo identity, and indicate which ones you are supplying.

Passport/Travel Document	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Child under 16 : Full birth certificate	<input type="checkbox"/>
		Child under 16 : Court Order(s)	<input type="checkbox"/>

**Section 4 – 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 5 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or the parent/carer acting on his/her behalf. I understand that the Haileybury Turnford may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
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## Releasing information to a representative

The applicant may choose to have someone act on their behalf. If this is the case please complete sections 6 and 7 and the representative must also provide proof of their identity.

### Section 6 – Representative Details

Name of Representative:	
Company Name:	
Address & Postcode:	 <hr/> <hr/> <hr/>
Daytime Telephone No:	
Email Address:	

### Section 7 – Proof of the Representative’s identity

Please provide copies of two pieces of identification, one of which must be photo identity, and indicate which ones you are supplying.

Passport/Travel Document	<input type="checkbox"/>	A letter sent to you by the Passport Office	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>

### Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 1998.	
Signature of Applicant:	Date:
Signature of Representative:	Date: