Subject Access Request Form

Application for access to your personal data held by the School/Good Shepherd Trust (the Trust)

Your Subject Access Rights

Subject to certain exceptions, you have a right to have access to and / or correct any personal information that the School/Trust holds about you (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/Trust.

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to the School/Trust. 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 the School /Trust.

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

Section1 – Details of the data subject

Title eg Mr, Mrs, Miss, Ms, Other (Specify)	
First Names	
Surname/Family Name	
Date of Birth (dd/mm/yyyy)	
Gender	

Email address	
Current Home Address (must NOT be a PO box address)	
Telephone number/s	

Section 2 - Are you the data subject?

		Please tick
Yes	If you are the data subject, please go to Section 4	
No	If you are acting on behalf of the data subject, please go to Section 3	

Section 3a

Details of the person requesting the information (if different to Section 1)

Title eg Mr, Mrs, Miss, Ms, Other (please specify)	
First Names	
Surname/Family Name	
Company (if applicable)	
Email address	
Address (must NOT be a PO box address)	
Telephone number	

Section 3b – Relationship with data subject.

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

Section 3c – Authority to release information

A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority. This must be an original signature, not a copy. If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney. 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 General Data Protection Regulation (Regulation (EU) 2016/679)	
Signature of Data Subject:	Date:

Section 4 – Proof of Identity.

In order to prove the data subject's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals. In addition, if you are acting on the data subject's behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.	
List A (one from below)	**List B (plus one from below)**
✓ Current valid (signed) Passport ✓ Photo driving licence ✓ National Identity Card	✓ A letter sent to you by the Trust ✓ Utility bill showing current home address ✓ Bank statement or Building Society Book ✓ Council Tax Bill

Section 5 – Details of the data required

Please provide as much detail as you can about the personal data you are requesting. To help us locate it quickly please describe as precisely as possible the information you seek, together with any additional information which will help us to locate it, for example: the School or departments in which it may be held; the nature of your current/past relationship with the Trust (i.e. student/parent/ employee); the dates on which correspondence or other material may have been created, etc. Please include your staff number (if applicable) and continuing on a separate sheet if necessary:
Are there any specific dates you require this information to relate to? Please state:

Section 6 – Declaration

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

Signature of Data Subject/Representative:

Date:

Please return the completed form to:

louisa.mason@goodshepherdtrust.org.uk

or

The Data Protection Officer
The Good Shepherd Trust
Larch Avenue
GU1 1JY

Voluntary Information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don't have to provide any reason and it will have no bearing on the processing of your subject access request):