



**Sussex Road CP School
Subject Access Request Form**

Name of Requestor _____

Name of Data Subject _____

Date of application _____

What data are you requesting?

Please be specific. If we are unsure what data you require we may contact you to seek further clarification.

Please remember that basic information such as addresses, emergency contact details medical information etc. is provided by families as each pupil joins the school. Families have the opportunity to update this information at any time.

Data collection sheets containing this information are also made available to families at the beginning of each school year for checking.

Please note:-

- We are not obliged to provide original documents, especially where a document may refer to third parties for whom you do not have access rights. In these cases we will redact or exempt documents under the advice of the school's DPO, giving you reasons for our decision.
- Some information held in school is produced by other agencies. In such cases we do not own the data and the agency has the right to refuse the school to release it.
- In the event of a delay in accessing all the data requested we will advise you and offer the available data in the interim.
- Once complete we will advise you that the data is ready for collection. You will be required to sign for the data received.
- If you make regular requests for the same information we are permitted to only supply data generated since your previous request.

Requested data received by _____ on _____

We may in certain circumstances request identification and evidence of you relationship with the data subject before processing your request