



# Hoole Church of England Primary School

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Head Teacher: Mrs R Flanders

## Subject Access Request Form

You can use this form to request access to your personal information held by our school. Our school's **Privacy Notices** details the personal information held, how we use this information and the reasons why we share this information. You should describe the information you need as clearly as possible. If your request is too broad or unclear, we may need to ask you to be more specific. In addition, please also enclose **proof of your identity** such as a photocopy of your passport, driving licence, or birth certificate. The following information is required to enable us give an accurate response to your enquiry as quickly as possible.

Details of the Data Subject							
Full name				Date of birth			
Telephone number				Email address			
Relationship of Data Subject to Hoole CE Primary School							
Current pupil		Former pupil		Current staff member		Former staff member	
Other (please specify)							
Please enter further details to help us identify the data subject eg. Year group, date of leaving etc							
Personal Details of the Requester							
<i>Only complete this section if you are NOT the Data Subject (i.e. you are requesting information about another person). Please note that if you are acting on behalf of the Data Subject, the School will require evidence of the Data Subject's identity, their written permission for you to receive their data and evidence of your identity. If you are acting on behalf of a child, you must provide evidence of parental responsibility.</i>							
Full name				Telephone number			
Email address				Relationship to Data Subject			
Records Required							
Please specify or fully describe the records you wish to see and over what time period:							
How would you like to receive the information							
Post		Email		Collect from School Office			
Declaration							
I certify that the information given on this form is true. I understand that it may be necessary for Hoole CE Primary School to obtain more details in order to locate the correct information. I also understand that the 30 day period in which the school must respond to my request under the General Data Protection Regulation only commences when the school has sufficient information to process my request.							
Signature							

Let Your Light Shine – Matthew 5:16 (Sermon on the Mount)



"This is a good school."  
Ofsted 2015

