



The Giles Nursery and Infants' School

SUBJECT ACCESS REQUEST FORM

Section 1: Details of data subject

If you are not the data subject, and you are requesting the data on behalf of someone else e.g. your child, please fill in their details in Section 1 and your own details in Section 2.

Relationship with school:	Pupil / parent / employee / governor / volunteer / other (please specify)
Title:	
Surname:	
First name(s):	
Date of birth:	
Sex:	
Address:	
Phone number:	
Email address:	

Personal Information required

In order for us to respond to your request in the shortest possible timeframe, please can you provide us with some additional details to help us locate the requested information, including a comprehensive list of what personal data you want to access plus any specific details, relevant dates, or search criteria that will help us to identify and find what you want.

For more information please see the ICO's guide to submitting a request here:

<https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/>

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Section 2: Details of data requester

Please complete this section of the form with your details if you are acting on behalf of someone else.

Title:	
Surname:	
First name(s):	
Sex:	
Address:	



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Phone number:	
Email address:	
Relationship to data subject	Parent / Carer / Legal Representative / Other (please specify)

Proof of identity

We may need to ask you for proof of identity, and where applicable, proof of authorisation to act on behalf of the data subject. If this is the case, we will contact you with a list of what you will need to provide.

How to receive the information

I wish to receive the information:

- By post*
- By email/secure file transfer
- By collection in person

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.

Please send this completed form to: admin@gilesinfants.herts.sch.uk