

Data Access Request Form to

St James' CE Primary School



Access Request Form:

This is a request for a copy of Personal Data under the Data Protection Act 1988 and Data Protection (Amendment) Act 2003

Form Issued by school on:(date)

Important: Proof of Identity must accompany this Access Request Form (eg. official/State photographic identity document such as driver's licence, passport).

In accordance with our Parental Privacy Notice, you will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Full Name	
Maiden Name <i>(if name used during your school duration)</i>	
Address	
Contact number *	Email addresses *

* We may need to contact you to discuss your access request

Please tick the box which applies to you:

Student <input type="checkbox"/>	Parent/Guardian of student <input type="checkbox"/>	Former Student <input type="checkbox"/>	Current Staff <input type="checkbox"/>	Former Staff <input type="checkbox"/>
Age: Year group/class:	Name of Student:	Insert Year of leaving:		Insert Years From/To:

Section 3 Data Access Request:

I,[insert name] wish to be informed whether or not St James' CE Primary School holds personal data about me/my child and to be provided with a description of this data and to be informed of the purpose for holding such data. I am making this access request under Section 3 of the Data Protection Acts;

OR

Section 4 Data Access Request:

I, [insert name] wish to make an access request for a copy of any personal data that St James' CE Primary School holds about me/my child. I am making this access request under Section 4 of the Data Protection Acts.

Any other information relevant to your access request (e.g. if requesting images/recordings made by CCTV, please state the date, time and location of the images/recordings (otherwise it may be very difficult or impossible for the school to locate the data).

Signed Date

Checklist: Have you:

- 1) Completed the Access Request Form in full?
- 2) Signed and dated the Access Request Form?
- 3) Included a photocopy of official/State photographic identity document (driver's licence, passport etc.)*.

***Note:** The school will satisfy itself as to the identity of the individual and make a note in the school records that identity has been provided, but will not retain a copy of the identity document.

Please return this form to:
St James' CE Primary School,
Old Jamaica Road,
Bermondsey,
London SE16 4SU,

marked for the attention of The Data Protection Officer.