Penwortham Girls' High School

SUBJECT ACCESS REQUEST

This form is to be completed when you wish to request information that is held and processed by Penwortham Girls' High School, that you are entitled to have access to under the General Data Protection Regulation. Please complete and return it to the school office.

SECTION 1 – Data Subject Details

Name of data subject	
Date of birth	
Relationship with school	Student / parent / employee / governor / volunteer Other (please specify):
Your name *(if different - Please also complete Section 2 & 3)*	
Address	
Telephone	
Email address	
Details of identification provided to confirm name of data subject in question	
Details of data requested Please be as precise and specific to help us quickly locate the information. Include dates, or date ranges where possible.	

SECTION 2 – Authorisation

If you are NOT the data subject, please complete the below

Are you acting on behalf of the data subject with their written consent or in another legal authority?	Yes/No
If 'Yes' please state and give details of your relationship with the data subject (e.g. parent, legal guardian or solicitor)	
Has proof been provided to confirm you are legally authorised to obtain the information? (e.g. letter of authority should be attached)	Yes/No
Please note that without proof, we may not be able to release any information. If you are a parent, please provide proof of parental responsibility. Personal data of a child cannot be released without it.	
Name	
Address	
Telephone	
Email address	

SECTION 3 - Declaration

I hereby request that Penwortham Girls' High School provide me with the information I have requested about the data subject above.

Signature: ……..

Print Name: ……..

Date: ……

OFFICE USE ONLY			
Date Received:			
Date Passed to DPO:			
ID verified:			
Response Deadline:			
Logged on GDPRiS:		Ref No:	
Date response sent:			