



Subject Access Request (SAR) form

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

Full Name:	
Relationship with the school	Please select: Pupil / parent Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested Please provide details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example: <ul style="list-style-type: none"> ▪ My child's medical records ▪ My child's behavior record 	Please provide me with:

If you need any more information from me, please let me know as soon as possible.

Signed: _____

Print Name: _____

Date: _____

Office Use Only Date Received: ___/___/_____ Due Date: ___/___/_____	Extended Response only Notification sent to requester: ___/___/_____ Due Date: ___/___/_____
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Subject Access Request (SAR)

Before completing the Subject Access Request Form overleaf, please read the following information:

'We' refers to Park Hill Infant School, the data controller.

- We have one month from the date of receipt of your request to respond.
- If we reasonably need more information to help us find your data or identify you, we will ask for the information we need. We can then wait until we have all the necessary information before dealing with your request.
- When we respond to your request, we will provide you with a copy of your data and may elect to do this electronically. If you need your data in another format, you must ask if this is possible.
- You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.
- In most cases, a copy of your personal data will be provided free. We may charge for additional copies. We can only charge a fee if we believe the request is 'manifestly unfounded or excessive'. If so, we may ask for a reasonable fee for administrative costs associated with the request.
- An organisation may refuse your subject access request if your data includes information about another individual, except where:
 - the other individual has agreed to the disclosure, or
 - it is reasonable to provide you with this information without the other individual's consent.

In deciding this, we will have to balance your right to access your data against the other individual's rights regarding their own information.

We can also refuse your request if it is 'manifestly unfounded or excessive'.

In any case, we will tell you and justify our decision. If you are unhappy with the refusal, you have the right to complain to the Information Commissioner Office (ICO).

If you have any queries in connection with the above, please see contact the school's data compliance officer, Stephanie Croucher, via email to enquiries@parkhill-inf.croydon.sch.uk or letter handed in to the school office or posted to Park Hill Infant School Stanhope Road Croydon CR0 5NS.