



### **Subject Access Request Form**

This form must be fully completed and returned to [office@springcroft.staffs.sch.uk](mailto:office@springcroft.staffs.sch.uk)

By completing this form you are making a request under the General Data Protection Regulation (GDPR) for information held about you by Springcroft Primary School, that you are eligible to receive.

<b>Name:</b>	
Contact Telephone No:	
Email Address:	
Home Address:	
Details of requested information	

In order to prove the applicant's identity, we need to see one copy of a piece of identification.  
This can be:



- a passport/travel document
- a letter/report sent to you by the school
- photo driving licence ( where applicable)
- Child under 16: birth certificate.

These will be securely disposed of when identity is proven.

A parent / carer needs to obtain authority from the applicant before personal data can be released. This representative should obtain the applicants signature below, or provide a separate note of authority.

I hereby give my authority for \_\_\_\_\_ to make a Subject Access Request on my behalf under the GDPR.

Signature of  
Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date \_\_\_\_\_

Springcroft Primary School has one month to respond to your request or write to you requesting an extension, which may be applicable if your request is excessive or unfounded. A reasonable fee may also be applicable in these circumstances. If we intend to refuse to respond to your request, we will write to you within one month to inform you and explain why.

**Contact:**

If you would like to discuss anything in this SAR, please contact:

The Headteacher  
Springcroft Primary School  
Grindley Lane  
Blythe Bridge  
Stoke on Trent  
Staffordshire  
ST11 9JS

Alternatively, contact our DPO:

Tracey Thorley

Data Protection Officer  
Information Governance Unit



Staffordshire County Council  
1 Staffordshire Place  
Stafford  
ST16 2DH

[dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)  
01785 278314

Or contact the ICO:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
**Telephone:** 0303 123 1113  
**Fax:** 01625 524510  
<https://ico.org.uk/concerns>  
ICO Live chat

For internal use only

Date form received:	Received by:
Passed to:	Date passed on: