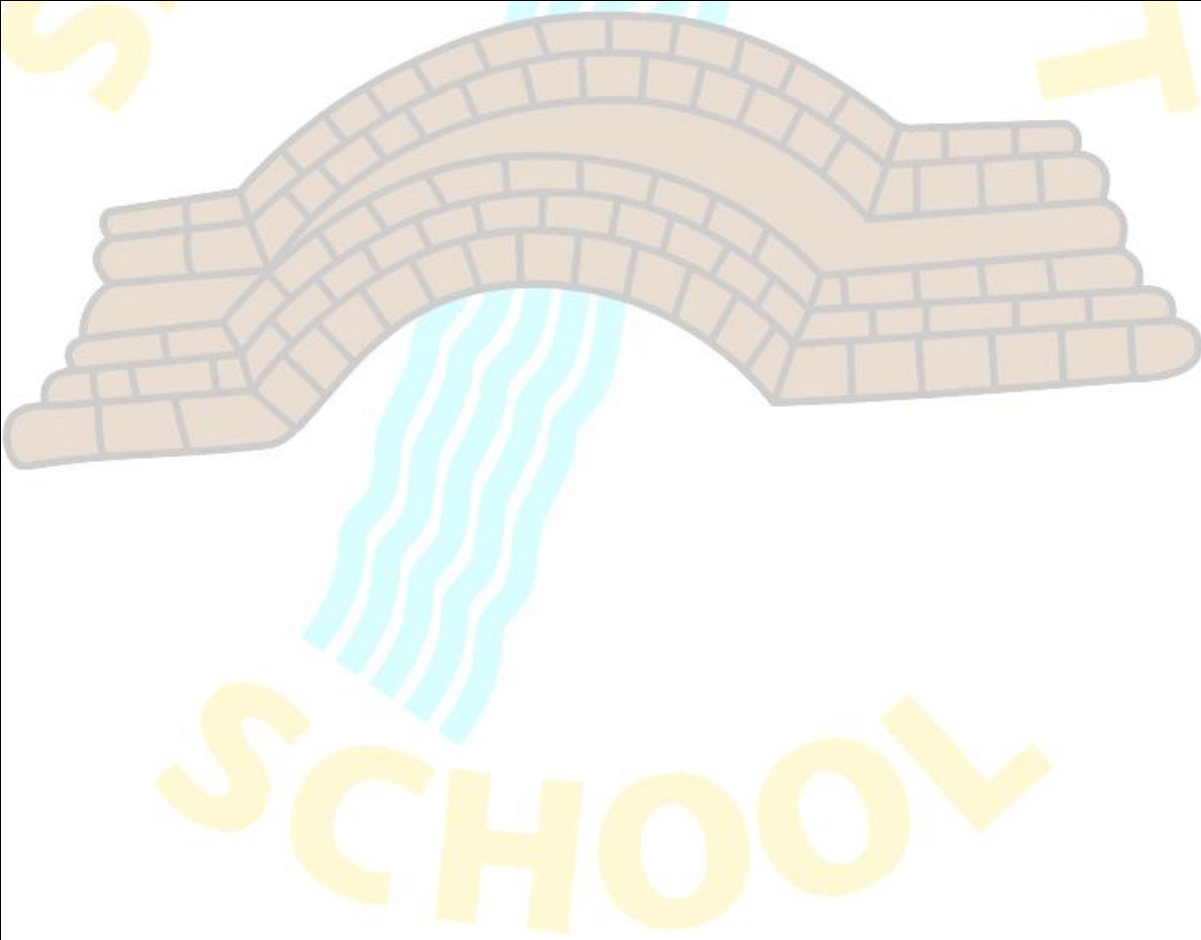


Springcroft Primary School

Subject Access Request Form

This form must be fully completed and returned to 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.

Name:	
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

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:

