**SUBJECT ACCESS REQUEST FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your name | ………………………………………………………………………………. | | | | | | | | | | Email or postal address:  Your preferred contact method | | ……………………………………………………………………………….  ………………………………………………………………………………. | | |
| Phone number | ……………………………………………………………………………  Optional, used to contact about request | | | | | | | | | |  | | | | |
| Are you the Data Subject? | | Yes | | | No | | | | | | If you selected ‘No’, name of data subject: | | | | ……………………………………………… |
| Your relationship to the Data Subject or state not applicable: | | | | | | | ……………………………………………………………………………………………………………………………………………… | | | | | | | | |
| If you are requesting data on behalf of a child, please note that we may consult with the child if we believe they have the capacity to understand this request. | | | | | | | | | | | | | | | |
| Do you want a copy of some personal data? | | | | Yes | | | | No | | | | If No, please select another option below | | | |
| Information about processing | | | Correction of data | | | | | | | | Erasure of data | | | Objection to/Restrict use of data | |
| If yes, what data? Please describe below and provide as much detail as possible to aid us in our search: | | | | | | | | | | | | | | | |
| ……………………………………………………………………………………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………………………………………………………………………………….. | | | | | | | | | | | | | | | |
| Have you enclosed/attached a copy of your photo ID? | | | | | | Yes | | | No | | | | | | |
| Please sign: ………………………………………………… | | | | | | | | | | Date: ………………………………………………… | | | | | |
| How would you like the data provided to you? Scanned via email / encrypted memory stick / hard copy? | | | | | | | | | |  | | | | | |

**PLEASE COMPLETE THIS FORM AND RETURN TO:**

**KERRY NOWOSIELSKI**

**ADMIN OFFICER**

**IVY LANE SCHOOL**

**Or**

**Email form to:** [**admin@ivylane.wilts.sch.uk**](mailto:admin@ivylane.wilts.sch.uk)