

**Subject Access Request Form**

Subject Access Request Guidance

Please read before filling in the Subject Access Request Form.

How long will it take to get my data?

We will usually process your request within a calendar month as long as we have confirmed your identity. If your request is complex the period for response may be extended by a maximum of two months. The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

General Notes

* We will acknowledge your application in writing.
* There is no fee for a Subject Access Request. However, we respect the right to charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive.
* Personal data about a child belongs to the child, and not the child’s parents or carers. Parents or carers are only able to request personal data for children up to Year 6 where they have parental responsibility. Once pupils are in Year 7 the Foundation considers them competent to exercise their own data rights. As such requests for personal data relating to pupils in Year 7 or above must be made by the pupil.
* When releasing a subject’s data, we have to be sure that we are releasing personal data only to those who are entitled to it. We may therefore carry out checks to confirm your identity or that of a 3rd party before releasing any personal data.
* The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, as records also include third party information that we cannot release to you under the General Data Protection Regulations, e.g. another person’s data, this is removed.
* We will provide the information electronically unless you request an alternative method.
* Further information on your right of access can be found on the Information Commissioner’s Office [here](mailto:https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/).

Please send your completed form to:

Data Protection Officer

Loughborough Schools Foundation

3 Burtons Walk

Loughborough

LE11 2DU

Email: [dataprotection@lsf.org](mailto:dataprotection@lsf.org)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Data Subject Details (individual who’s information is being requested)** | | | | | | | |
| Title: |  | Full name | |  | | | |
| Date of birth: |  | | | | | | |
| Address: |  | | | | | | |
| Email address: |  | | | | Contact number: |  | |
| Capacity in which we hold the data: pupil / parent / staff / other *(please indicate)* | | | | | | | |
| Location of data: | | | Loughborough Nursery | | | |  |
| Fairfield Prep School | | | |  |
| Loughborough Amherst School | | | |  |
| Loughborough Grammar School | | | |  |
| Loughborough High School | | | |  |
| Charitable Foundation | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Applicant’s Details (if not the Data Subject)** | | | | | |
| Title: |  | Full name |  | | |
| Company (if applicable): |  | | | | |
| Address: |  | | | | |
| Email address: |  | | | Contact number: |  |
| Relationship to the Data Subject: | | | | | |
| If you are applying on behalf of a child, please confirm you have parental responsibility: | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Personal Information Requested** | | | |
| Please tell us in the box below what information you are requesting, e.g. specific documents, pupil’s school file, staff file. If relevant, include the period of time for which you want information and/or the subject matter for the information, e.g. a specific incident. | | | |
|  | | | |
| Time period – information from: | [insert date] | To | [insert date] |
| Reason for request  You do not have to provide a reason for making a subject access request, but it will help us to improve our own data management to understand a little more about your reason for making this request. It will also assist us, as a charity, in ensuring our charitable resources are used appropriately. | | | |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Data Subject Declaration** | | | | | |
|  | I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Loughborough Schools Foundation is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. | | **OR** |  | I confirm that I am legally authorised to act on behalf of the data subject. I understand that Loughborough Schools Foundation is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| Name: | |  | | | |
| Signature: | |  | | | |
| Date: | |  | | | |

Please send your completed form to [dataprotection@lsf.org](mailto:dataprotection@lsf.org). If you have any queries, please contact the Foundation’s Data Protection Officer, at the same e-mail address.