

# WESTON INFANT AND JUNIOR ACADEMIES (THE WESTON FEDERATION)



## SUBJECT ACCESS REQUEST

### General Data Protection Regulation - Subject Access Request

This form is to be used by individuals who wish to find out what information, if any, the St. Bart's Multi-Academy Trust is holding or is processing that relates to them. Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request. There is a guide to assist you in completing this form. An application for access to information must be made to the St. Bart's Multi-Academy Trust and not to the Information Commissioner.

The information requested below will help the Trust to (a) satisfy itself as to your identity and (b) find any data held about you. Please complete the areas in grey, and use BLOCK letters and BLACK ink.

### Section 1 – About Yourself [See note 5]

Title (Mr, Mrs etc)		Date of Birth	
Surname/Family Name		Sex (Male/Female)	
First Names			
Maiden/Former surnames			
Telephone Number (Day)			
Email address			
Home Address			
Post Code			

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and address(es) below:

Name 1				
	From (Date):		To (Date):	

Name 2			
	From (Date):		To (Date):
Address 1			
			Post Code:
	From (Date):		To (Date):
Address 2			
			Post Code:
	From (Date):		To (Date):
Address 3			
			Post Code:
	From (Date):		To (Date):
Address 4			
			Post Code:
	From (Date):		To (Date):

**Section 2 – Proof of Identity [See note 6]**

To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:

- (a) **Confirmation of name:**  
- full driving licence, passport, birth certificate.
- (b) **Confirmation of name and address:**  
- full driving licence, utility bill, bank or credit card statement (or other equivalent/similar official document – but it **MUST** show your name and address).

<b>I am providing the following types of identification:</b>			
(a)		(b)	



## Your Checklist

Is your contact information correct?	<input type="checkbox"/>	Have you signed the form?	<input type="checkbox"/>
Have you enclosed acceptable identification?	<input type="checkbox"/>	Have you completed all the sections?	<input type="checkbox"/>
Have you provided information to assist us in identifying and finding the information?			<input type="checkbox"/>

## SBMAT Checklist (for SBMAT use only)

<i>Date Application Rec'd</i>		<i>Application Signed</i>	
<i>Identification (a) - Details</i>		<i>Application Complete</i>	
<i>Identification (b) - Details</i>		<i>ID Info provided</i>	
<i>Original Docs. Returned</i>			
<i>Identification checked</i>			
<i>Allocated to (DPO)</i>			

## Guide to making a Subject Access Request

### 1. Introduction

These notes are intended only as a guide to completing the SBMAT Subject Access Request form, not as a guide to the Act itself. For further advice on completing the forms, please telephone us on 01782 235524 (or email us at: [office@sbmat.org](mailto:office@sbmat.org)). **Completion of the form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.**

Data Protection law is set out in the General Data Protection Regulation (GDPR).

A Guide to the General Data Protection Regulation (GDPR) can be obtained by visiting;

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### 2. Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether the SBMAT, as a data controller, is holding or processing any information about you; and if so, to be provided with a copy of that information. The records covered by the Act include all computer records and limited categories of manual records.

### 3. The SBMAT's Rights

Where an exemption is available under the Act, the SBMAT may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to:

- The carrying out of our regulatory functions.
- The prevention or detection of crime.
- The apprehension or prosecution of offenders.
- Where disclosure of the information would be likely to prejudice any of these purposes.

We are not required to tell you whether any exemptions have been applied to any information that we may provide, or whether any information has been withheld or the reason for the withholding of any information.

### 4. Processing by the SBMAT

Applications will be processed promptly, but in any event a response will be made within one month, as permitted under the Act, from the date that we accept the properly completed application along with your proof of identity and fee.

An application will not be accepted or processed unless the application is submitted correctly with all relevant information being supplied, proof of identity provided and the correct fee paid.

## Completing the application form

### 5. Section 1 – About Yourself

Please give us information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

For your protection, any correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the **home address** that you give here.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' registered offices.

The information will also help the SBMAT to confirm your identity (see Note 7).

### 6. Section 2 – Proof of identity

The SBMAT has a duty to ensure that the information it processes is secure; the SBMAT will only provide the information relating to you if we are satisfied regarding your identity ie that you are entitled to the information. We therefore require you to provide us with reasonable proof of your identity. Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

The SBMAT does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information the SBMAT holds about you may identify another person, you may wish to obtain that person's written consent (to you being given his/her information). That should be submitted to us with this application, along with **their** proof of identity (to the same standard as is required for yourself).

### 7. Section 3 – Helping us to find the information

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (eg who in the SBMAT was/might be dealing with the matter). Guidance from the Office of the Information Commissioner states;

Data subjects frequently make open ended requests for access ('Give me a copy all the data you hold on me'). However the Act [Part 2 Section 7(3)] specifies that;

**“A data controller is not obliged to comply with a request under this section unless he is supplied with such information as he may reasonably require in order to satisfy himself as to the identity of the person making”.**

In most cases an open ended request will **not** satisfy this provision.

### 8. Section 4– Declaration

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in section 1, and will not process any application unless it has been signed and dated.

**Warning – attempting to obtain personal data to which you are not entitled may be an offence under the General Data Protection Regulation.**

**9. Your Checklist**

This is a brief checklist to ensure that you have completed the form properly.

**10. Submission**

When you have completed the form, please send it together with your proof of identity and fee to:

**The St. Bart's Multi-Academy Trust  
c/o Belgrave St. Bartholomew's Academy  
Sussex Place  
Longton  
Stoke-on-Trent  
ST3 4TP**

Forms that are incomplete will be returned; forms that are complete but for which suitable identification have not been received will be put on hold until you send us the missing items.