Kenmore Park Infant & Nursery School

Data Subject Access Request

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants you the right to access your personal data, if any, held by Kenmore Park Infant & Nursery School.

Please complete this form if you wish to make a request in relation to your personal data.

Information on our Privacy Policy is available at: kpins.harrow.sch.uk.

NOTE: This is not a mandatory form – Subject Access Requests made in other formats will also be accepted but this form is designed to help you in providing us with the information we need to deal with your request and speed up the process.

Subject Access Request Guidance

(Please read before filling in the Subject Access Request Form)

Which sections should I complete?

Sections **1, 2, 3 and 4**	**Data Subject Details** Should be completed for ALL applications.
Sections **5, 6 and 7**	**Representative Details and Authority to Release Information to a Representative:** Should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).
Sections **2**	**Proof of the applicant's identity:** If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration. (Current employees and pupils, you may visit the school office to confirm verification of your identity by an authorised member of staff).
Sections **6**	**Proof of the representative's identity:** If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

General Information

How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the General Data Protection Regulation, and have provided sufficient information for us to confirm your identity and accept your application for processing, you should receive a response within one calendar month from that date.

However, in certain circumstances, the GDPR allows us to extend that deadline depending on the complexity of your request. We will advise you within one month if we need to extend the response deadline.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker response.

Cost

In most cases we will not charge a fee to comply with a Subject Access Request.

However, where the request is manifestly unfounded or excessive we may charge a "reasonable fee" for the administrative costs of complying with the request.

Sending your completed form

Please send your completed form and two documents as proof of ID to:

Data Protection Officer

Kenmore Park Infant & Nursery School

Moorhouse Road

Kenton

Middx

HA3 9JA

Policy approved and adopted by the Governing Body: March 2021

Section 1 – Data Subject's Details

Please provide the information in the space provided below.
We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

Title (please tick)	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐
Surname	
First name(s)	
Date of birth	
Address	
Address	
City / County	
Postcode	
Telephone (daytime)	
Email address	
Relationship to the School	Employee ☐ Pupil ☐ Supplier ☐ Other ☐

Section 2 - Requests Proof of Data Subject's Identity

We will require proof of your identity before we can respond to your request.
In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)		List B (photocopy of one from below)	
Identification that clearly shows your name and date of birth.		Documentation that clearly shows your name and current address.	
Passport/Travel Document		A Council Tax bill	
Photo driving licence		Utility bill showing current home address	
Foreign National Identity Card		Bank Statement or Building Society Book	

We reserve the right to refuse to act on your request if we are unable to identify you.

If you do not have any of these forms of identification available, please contact our DPO for advice on other acceptable forms of identification: dpo@kpins.harrow.sch.uk. Alternatively, if you are currently an employee or pupil at Kenmore Park Infant & Nursery School, you may visit the school office to confirm verification of your identity by an authorised member of staff.

Section 3 – Information Requested

So that we can locate the data you require efficiently, please answer the following questions to the best of your knowledge. Please continue on a separate sheet if necessary.

The Information Commissioner has stated that as much information as possible should be provided to assist with tracing a data subject's information.

Please tell us as much as you can about the information you are requesting about.

For example, if you are requesting access to your personal data which might be in an email or document, it helps in our search to know who might have written it, when and to whom the information might have been sent, and where it may be stored.

Period attended/worked at Kenmore Park Infant & Nursery.

From _____   To _____

Specific period, which you request access to the data (complete if different from the period of attendance):

From _____   To _____

Section 4 - Declaration

This form must be signed by you (the data subject).

I request a copy of the relevant personal data that are held by Kenmore Park Infant & Nursery School relating to information provided above. I confirm the information supplied is correct and I declare that I am the individual as indicated above.

Signed _____   Date _____

Section 5 - Requests Made on the Data Subject's Behalf

Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

First and last name	
Company name	
Address and Postcode	
Date of birth	
Telephone number	

Section 6 - Proof of the Representatives Identity

We require proof of your identity before we can respond to your access request.
In order to prove the representative's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)		List B (photocopy of one from below)	
Identification that clearly shows your name and date of birth.		Documentation that clearly shows your name and current address.	
Passport/Travel Document		A Council Tax bill	
Photo driving licence		Utility bill showing current home address	
Foreign National Identity Card		Bank Statement or Building Society Book	

We reserve the right to refuse to act on your request if we are unable to identify you.
If you do not have any of these forms of identification available, please contact our DPO for advice on other acceptable forms of identification: dpo@kpins.harrow.sch.uk

Section 7 - Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below, or provide a separate note of authority. This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 6 of this form to make a Subject Access Request on my behalf.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

For office use

Data Access Request Number	
Date request received	