

**APPENDIX 1: Knockbreda Nursery School: Pupils/Parents/ Legal Guardians/Family Members/Carers - Subject Access Request (SAR) Form**

The General Data Protection Regulation (GDPR) provides individuals (the data subject) with rights over how your personal data is processed. These rights entitle you to obtain a copy of the personal data we hold on you. You are also entitled to obtain a description of your personal data which we hold; the purposes for which it is used; and to whom your data may be disclosed.

If you are a parent/legal guardian/family member/carer you may be able to request personal information we hold on a child under the GDPR. Before responding we may consider the child’s capacity to understand the nature of the SAR and may discuss the SAR with them. It is good practice to discuss and explain any request for information with your child if they are aged 12 or over.

To enable us to respond efficiently to your request, please:

1. Complete all the relevant sections of this form;
2. Enclose a copy of the identification documents requested; and
3. Send the completed form and copies of required identification documents to:

**Subject Access Request**

Dr Mitchell-Barrett

Knockbreda Nursery School

Wynchurch Road

Belfast

BT6 0JJ

02890401567

info@knockbredanursery.co.uk

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| **Section 1 – Data Subject Details** | |
| Your Full Name: | |
| Address: | |
| Post Code: | |
| Tel: | Mobile: |
| Email: | |
| Child’s full name (if applicable): | |
| I am a current pupil/former pupil/parent/legal guardian/family member/carer/other individual (please provide details)\*.  \**Delete as appropriate* | |
| **Proof of identity for former pupil/parent/legal guardian/family member/carer/other individual**  **(Current pupils do not need to provide proof of identity)** | |
| Please provide copies of the following documents to verify your name and address and relationship to the pupil.   1. Passport/driving licence photo page; and 2. Bank statement, utility bill, credit card statement or mortgage statement (dated in last 3 months) | |

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| **Section 2 : Personal Data you are requesting** |
| Please use this section to tell us what personal data you would like to see.  “Personal Data” means information relating to the data subject as an individual. Please be as specific as possible and include any notes to help us locate the information you are requesting, for example by listing the specific documents or information that you would like disclosed or the date period you are interested inas this will help speed up our response. |
| Details of information requested (with dates): |

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| **Section 3 – Declaration** | |
| I confirm that I am the data subject/parent/legal guardian/carer/family member of the pupil (delete as applicable) and that the information given on this form is correct and where necessary I have supplied the proof of identity requested. | |
| Signed: | Date: |

**Checklist – Please ensure that you have provided us with the following:**

Description of the data you require: Yes/No

Dates relating to the data you require: Yes/No

Proof of identity and relationship to child (if required): Yes/No

Signed declaration: Yes/No

**Please note:**

We reserve the right to obscure or suppress information that relates to third parties. Personal information collected on this form is required to enable your SAR to be processed, and will only be used in connection with this request.

In accordance with the GDPR, we may take up to one month to respond to your SAR (beginning on the day after we receive the SAR). SARs will only be considered live when we have received sufficient information to verify your identity and the information you are seeking.

Office use only:

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| Request received: |
| Date completed: |
| Notes: |