
Subject Access Request Form



Contents

SUBJECT ACCESS REQUEST FORM2
 DATA SUBJECT ACCESS REQUEST FORM - GUIDANCE NOTES3

SUBJECT ACCESS REQUEST FORM

The purpose of this form is to ensure that all the necessary information to complete your subject access request is provided to FFT Education Ltd. You are not obliged to use this form, but if you do not, you should ensure that all the required information on this form is provided.

Please note that where the term “data subject” is used it refers to the person about whom the information is being requested. A parent, or guardian, who has joint, or sole, parental responsibility can make a request on behalf of their child, though this is dependent upon the age and maturity of the child. As a general guide, a child of 12 or older is expected to be mature enough to understand the request they are making. A child may, of course, be mature enough at an earlier age or may lack sufficient maturity until a later age, and so requests will be considered on a case-by-case basis.

We will endeavor to respond promptly and in any event within 40 calendar days of the latest of the following:

- On receipt of this completed form and cheque; and
- On receipt of satisfactory proof of identity

2. Are you the Data Subject? (Please tick)

Yes if you are the Data Subject please supply original proof of identity bearing your name i.e passport, driving licence (if applicable), birth certificate (or certified copy) or at least 2 official letters such as from a utility company or Bank. Please also provide a stamped addressed envelope for returning the document(s) (please go to question 5).

No are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed and you must also produce evidence of your identity and that of the data subject (as above). Please also complete questions 3 and 4 below.

3. Details of the Data Subject (if different to 1.)

Full name

Address

.....

DOB (if Data Subject) Current School (if Data Subject)

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

.....

.....

<p>5. Please give details of the information you require to see.</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>1. Details of the person requesting the information.</p> <p>Declaration</p> <p>Full name</p> <p>I confirm that the information provided to FFT Education Ltd is true. I understand that it is necessary for FFT Education Ltd to confirm the data subject's identity and it may be necessary to obtain more detailed information in order to find the correct information. I further understand that the FFT Education Ltd must respond to this request within 40 days of its receipt. This period only begins once the FFT Education Ltd is satisfied that this application is correct.</p> <p>Address</p> <p>Telephone number</p> <p>DOB (if Data Subject)</p> <p>Signed Date</p> <p>Current School (if Data Subject) :</p> <p>Please return the completed form to Miss Sarah Harding, FFT Education Ltd, 1st Floor 79 Eastgate, Cowbridge, Vale of Glamorgan CF71 7AA. Documents which must accompany this application are:</p> <ul style="list-style-type: none"> i evidence of your identity ii evidence of the Data Subject's identity (if different from above) iii evidence of Data Subject's consent to disclose to a third party (if required as indicated above). iv a fee of £10 (cheques to be made payable to FFT Education Ltd) v stamped addressed envelope for return of proof of identity/authority documents, where appropriate <p>Please note that the FFT Education Ltd reserves the right to obscure or suppress information that relates to other third parties (under the terms of Section 7 of the Data Protection Act 1998).</p>

Data Subject Access Request Form - Guidance Notes

These notes are provided to help you to complete the Data Subject Access Request application form when requesting a copy of your personal data held by us.

1. Please provide as much information as you can to identify your particular area of enquiry.
2. Proof of identity is essential to ensure that the information is only given to the correct person. Please supply the identification as requested on the application form.
3. The application form must be signed by the applicant. Where an authorised representative has signed the application form, written authorisation from the Data Subject, (to provide personal data to the applicant), must be supplied together with proofs of identity of both the authorised representative and the data subject.
4. A fee of £10.00 is required for each request made. The fee is not refundable even if the result of the search shows that there is no data held in reply to the enquiry. A receipt will be issued upon payment of the fee - cheques should be made payable to FFT Education Ltd. Please note that you will not receive any information until we receive the fee, a fully completed and signed application form and the required identification.
5. You will be notified of the date of acceptance of the request and the date by which you should receive a reply, which will be within 40 days.
6. Please remember that sending an incorrect application or failing to send proof of identity will delay the 40 day response period until FFT Education Ltd is satisfied the request is correct.

7. Please note that the data and evidence of identity (if originals provided) will be returned by Recorded Delivery

FOR OFFICE USE ONLY:

Received by:

Date of Receipt: Fee Paid? (Yes/No)

If Yes: Receipt No:..... Amount: £..... Date: If

No: Date payment request made:

SAR Request recorded:

Date search completed and applicant sent results:

Notes:

.....
.....
.....