



Hardwick and Cambourne Community Primary School

Subject Access Request Form

Date Written: Autumn 2020
Reviewed by: Governing Body
Next Planned Review: Autumn 2024



Safeguarding Statement

At Hardwick and Cambourne Community Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Hardwick and Cambourne Community Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Subject Access Request Form

Application for access to your personal data held by Hardwick and Cambourne Community Primary School

Your Subject Access Rights

Subject to certain exceptions, you have a right to have access to and / or correct any personal information that Hardwick and Cambourne Community Primary School holds about you (your 'personal data').

If you wish to make a Subject Access Request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to the Hardwick and Cambourne Community Primary School

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to Hardwick and Cambourne Community Primary School. You are not obliged to use this form, but if you do not, please ensure that all necessary information on this form is provided to Hardwick and Cambourne Community Primary School

You will not usually need to pay a fee to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply.

The term "data subject" refers to the person about whom the information is being requested.

Section 1 – Details of the Data Subject

Hardwick and Cambourne Community Primary School Claims reference number (if known/applicable)	
Title (please tick one)	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)
First Name	
Surname	
Date of Birth (dd/mm/yyyy)	
Gender	☐ Male ☐ Female ☐ Other (please state)
Current Address (must not be a PO Box Address)	
Telephone Number	
Email Address	

Section 2 – Are you the Data Subject?

☐ Yes If you are the Data Subject, please go to section 4	☐ No If you are acting on behalf of the data subject, please go to section 3
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Section 3A – Details of the person requesting the information (if different to Section 1)

Title (please tick one)	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)
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Section 4 – Proof of Identity

In order to prove the data subject'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 originals.

In addition, if you are acting on the data subject's behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.

List A (one from below)

- Passport/Travel Document
- Photo driving licence
- National Identity Card
- ARC Card

List B (plus one from below)

- A letter sent to you by Hardwick and Cambourne Community Primary School
- Utility bill showing current home address
- Bank statement or Building Society Book

Section 5 – Details of the Data Required

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary):

Are there any specific dates you require this information to relate to?

Please state:

Section 6 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Hardwick and Cambourne Community Primary School may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject / Representative:

Date:

Please return the completed form to:

Cate Thompson/James Hoban,
Hardwick and Cambourne Community Primary School, Limes Rd, Hardwick, CB23 7RE

office@hardwick.cambs.sch.uk

Voluntary Information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don't have to provide any reason and it will have no bearing on the processing of your subject access request):

Please state: