



# 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 <b>Claims reference number</b> (if known/applicable)	
<b>Title</b> (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
<b>First Name</b>	
<b>Surname</b>	
<b>Date of Birth</b> (dd/mm/yyyy)	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (please state)
<b>Current Address</b> (must not be a PO Box Address)	
<b>Telephone Number</b>	
<b>Email Address</b>	

## Section 2 – Are you the Data Subject?

<input type="checkbox"/> <b>Yes</b> If you are the Data Subject, <b>please go to section 4</b>	<input type="checkbox"/> <b>No</b> If you are acting on behalf of the data subject, <b>please go to section 3</b>
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## Section 3A – Details of the person requesting the information (if different to Section 1)

<b>Title</b> (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
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<b>First Name</b>	
<b>Surname</b>	
<b>Company</b> (if applicable)	
<b>Current Address</b> (must not be a PO Box Address)	
<b>Telephone Number</b>	
<b>Email Address</b>	

### Section 3B – Relationship with Data Subject

<p>Please describe your relationship with the data subject that leads you to make this request on their behalf</p>

### Section 3C – Authority to release information

<p>A representative will need to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below or provide a separate note of authority. This must be an original signature, not a copy (tip: using blue ink often helps verification).</p> <p>If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney.</p> <p>I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679)</p>	
<b>Signature of Data Subject:</b>	<b>Date:</b>

## 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](mailto: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: