



Witley C. of E. Infant School

Subject Access Request Form

Updated October 2022

Our Data Protection Officer is *Rachel Dunnage*. She can be contacted on DPO@godalminglearning.org.uk or via the school office.

Please provide me with the information that I am entitled to under the UK General Data Protection Regulation. This is so I can be aware of the information you are processing about me and verify the lawfulness of the processing. I have detailed below the necessary information:

Please complete this table as precisely as possible so that the school is clear exactly what personal information you wish to see. Please read the accompanying notes beforehand.

Name	
Relationship with the school	<i>Please tick:</i> Pupil <input type="checkbox"/> parent <input type="checkbox"/> employee <input type="checkbox"/> governor <input type="checkbox"/> volunteer <input type="checkbox"/> <i>Please specify</i> Other:
Correspondence address	
Contact number	
Email address	
Details of the information requested	<i>Please Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none">• <i>My personnel file</i>• <i>My child's medical records</i>• <i>My child's behaviour record, held by [class teacher]</i>• <i>Emails between 'A' and 'B' between [date]</i>

If you need any more information from me, please let me know as soon as possible.

I am aware that, in most cases, you must supply me with the information within 1 month and free of charge.

I look forward to hearing from you.

Yours sincerely,

Please send your completed form to the school office (office@witley.surrey.sch.uk) or our Data Protection Officer (DPO@godalminglearning.org.uk), who will then be in touch regarding your request.

Subject Access Requests accompanying notes

- Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

- We will not disclose information if it:
 - might cause serious harm to the physical or mental health of the pupil or another individual
 - would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
 - Is contained in adoption or parental order records
 - Is given to a court in proceedings concerning the child
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.
- A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information.
- When we refuse a request, we will tell you why, and explain that you have the right to complain to the Information Commissioner's Office.