



# Subject Access Request

If you wish to see what information the school holds on you as an individual we will provide that in a timely manner.

- TIME: the complexity of the request will determine how long it takes to produce the data\*
- COST: this is dependent on the hours required to release staff from their usual duties. This can be up to the current daily rate for supply staff.

\*the start date of the request will be taken as the day when your identity is confirmed (see below)

Full name  Date

Phone no.  Email

Please outline the nature of your request

If you are a former/current student please can you supply the following information, where applicable

Start date  Leaving date

## Proof of identity

Your identity will need to be verified by the school. This would be easiest if a form of photo ID (passport, driving licence etc.) was presented in person at school. You will be contacted to arrange a date and time once this request has been received.

If the name on your ID is different to that which you used in school please provide proof of this change e.g. marriage certificate.

Alternatively, a scan of the ID should be emailed to [dpo@southbromsgrove.worcs.sch.uk](mailto:dpo@southbromsgrove.worcs.sch.uk) with this form and you will be contacted as part of the verification process.

*For school use only:*

Date of ID proof  Verified by

ID presented passport  Driving licence  Other please state

Name change? No  Yes  Evidence seen

Presented In person  Online  follow-up contact

Notes