

**SCHOOL NAME**



## **SUBJECT ACCESS REQUEST FORM**

### **Data Protection Regulation – Subject Access Request**

This form is to be used by individuals who wish to find out what information, if any, Orchard Community Trust is holding or is processing that relates to them. Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request. There is a guide to assist you in completing this form. An application for access to information must be made Orchard Community Trust and not to the Information Commissioner.

The information requested below will help Orchard Community Trust to (a) satisfy itself as to your identity and (b) find any data held about you. Please complete the areas below.

### **Section 1 – About Yourself (See note 5)**

Title (Mr, Mrs etc)		Date of Birth	
Surname/Family Name		Sex (Male/Female)	
First Names			
Maiden/Former surnames			
Telephone Number (Day)			
Email address			
Home Address			
Post Code			

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and address(es) below:

Name 1				
	From (Date):		To (Date):	
Name 2				
	From (Date):		To (Date):	

Address 1				
			Post Code:	
	From (Date):		To (Date):	
Address 2				
			Post Code:	
	From (Date):		To (Date):	
Address 3				
			Post Code:	
	From (Date):		To (Date):	
Address 4				
			Post Code	
	From (Date):		To (Date):	

## Section 2 – Proof of Identity (See note 6)

In order to ensure that your personal data is supplied to the correct person, guidance determines that the organisation must establish your identity which should be in the form of one document from each of the following categories with your application.

**(a) Confirmation of name:**

- full driving licence, passport, birth certificate.

**(b) Confirmation of name and address:**

- full driving licence, utility bill, bank or credit card statement (or other equivalent/similar official document – but it **MUST** show your name and address).

I am providing the following types of identification:			
(a)		(b)	

## Section 3 – Helping us to find the information (See note 7)

Please use the space below to provide further details that may help to locate the information sought. For example, specific documents or information that you are seeking; the likely location of the information; the name of any person in the Trust who may have created or had access to the information; and any relevant time periods.

[illegible]

**Declaration** (to be signed by the applicant)

**The information that I have supplied in this application is correct, and I am the person to whom it relates.**

Signature		Date	

Warning – attempting to obtain personal data to which you are not entitled to may be an offence under the General Data Protection Regulation.

Your Checklist			
Is your contact information correct?	<input type="checkbox"/>	Have you signed the form?	<input type="checkbox"/>
Have you enclosed acceptable identification?	<input type="checkbox"/>	Have you completed all the sections?	<input type="checkbox"/>
Have you provided information to assist us in identifying and finding the information?			<input type="checkbox"/>

Internal Checklist – For Orchard Staff Only			
<i>Date Application Rec'd</i>		<i>Application Signed</i>	
<i>Identification (a) - Details</i>		<i>Application Complete</i>	
<i>Identification (b) - Details</i>		<i>ID Info provided</i>	
<i>Original Docs. Returned</i>		<i>MAT Central Team informed</i>	
<i>Identification checked</i>			
<i>Allocated to (DPO)</i>			

## Guide to making a Subject Access Request

### 1. Introduction

These notes are intended only as a guide to completing Orchard Community Trust Subject Access Request form, not as a guide to the Act itself. For further advice on completing the forms, please telephone us on 01782 235524 (or email us at: [info@orchardct.org.uk](mailto:info@orchardct.org.uk)). **Completion of the form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.**

Data Protection law is set out in the General Data Protection Regulation (GDPR).

A Guide to the General Data Protection Regulation (GDPR) can be obtained by visiting; <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### 2. Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether Orchard Community Trust, as a data controller, is holding or processing any information about you; and if so, to be provided with a copy of that information. The records covered by the Act include all computer records and limited categories of manual records.

### 3. Orchard Community Trust's Rights

Where an exemption is available under the Act, Orchard Community Trust may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to:

- The carrying out of our regulatory functions.
- The prevention or detection of crime.
- The apprehension or prosecution of offenders.
- Where disclosure of the information would be likely to prejudice any of these purposes.

We are not required to tell you whether any exemptions have been applied to any information that we may provide, or whether any information has been withheld or the reason for the withholding of any information.

### 4. Processing by Orchard Community Trust

Applications will be processed promptly, but in any event a response will be made within one month, as permitted under the Act, from the date that we accept the properly completed application along with your proof of identity and fee.

An application will not be accepted or processed unless the application is submitted correctly with all relevant information being supplied, proof of identity provided and the correct fee paid.

## Completing the application form

### 5. Section 1 – About Yourself

Please give us information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

For your protection, any correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the home address that you give here.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' registered offices.

The information will also help Orchard Community Trust to confirm your identity (see Note 7).

### 6. Section 2 – Proof of identity

Orchard Community Trust has a duty to ensure that the information it processes is secure; OCT will only provide the information relating to you if we are satisfied regarding your identity ie that you are entitled to the information. We therefore require you to provide us with reasonable proof of your identity. Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

Orchard Community Trust does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information OCT holds about you may identify another person, you may wish to obtain that person's written consent (to you being given his/her information). That should be submitted to us with this application, along with their proof of identity (to the same standard as is required for yourself).

### 7. Section 3 – Helping us to find the information

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (eg who in Orchard Community Trust was/might be dealing with the matter). Guidance from the Office of the Information Commissioner states;

Data subjects frequently make open ended requests for access ('Give me a copy all the data you hold on me'). However, the Act [Part 2 Section 7(3)] specifies that;

**"A data controller is not obliged to comply with a request under this section unless he is supplied with such information as he may reasonably require in order to satisfy himself as to the identity of the person making".**

In most cases an open-ended request will not satisfy this provision.

### 8. Section 4– Declaration

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in section 1 and will not process any application unless it has been signed and dated.

**Warning – attempting to obtain personal data to which you are not entitled may be an offence under the General Data Protection Regulation.**

**9. Your Checklist**

This is a brief checklist to ensure that you have completed the form properly.

**10. Submission**

When you have completed the form, please send it together with your proof of identity and fee to: **Orchard Community Trust. Genesis Centre, Innovation Way, Tunstall, Stoke-on-Trent. ST6 4BF**

Forms that are incomplete will be returned; forms that are complete but for which suitable identification have not been received will be put on hold until you send us the missing items.