

# Hartsfield JMI School

Clothall Road, Baldock SG7 6PB  
<http://www.hartsfield.herts.sch.uk>



Telephone: 01462 895267  
Email: [Admin@hartsfield.herts.sch.uk](mailto:Admin@hartsfield.herts.sch.uk)

## Subject Access Request Form

### General Data Protection Regulations Subject Access Request Form

Under the General Data Protection Regulations ("GDPR") you can ask for copies of paper and computer records that the school holds, shares or uses about you. In order to deal with your request, Hartsfield JMI School will ask for proof of identity and enough information to enable us to locate the personal data that you request.

Please complete this form and return it to the above address or email it to [DPO@hartsfield.herts.sch.uk](mailto:DPO@hartsfield.herts.sch.uk) along with the required identification, see overleaf. We will acknowledge safe receipt and respond within 30 days

### SECTION 1 – DATA SUBJECT DETAILS

Name:

Relationship with the school:

Please select:

Pupil / Parent / employee / governor /  
volunteer Other (please  
specify):.....

Correspondence address:

Contact number:

Email address:

Name:

Relationship with the school:

Please select:

Parent / employee / governor / volunteer  
Other (please specify):.....

Correspondence address:

Contact number:

Email address:

### SECTION 3 – INFORMATION REQUESTED

**Details of the information requested:**

**Please provide me with:**

*Insert details of the information you want that will help us to locate the specific information.*

*Please be as precise as possible, for*

*example: >My personnel file*

*>My child's medical records*

*>My child's behavior record, held by [insert class teacher]*

I confirm that the information provided on this form is correct and that I am the data subject/represent the data subject. I understand that Hartsfield JMI School must confirm proof of identity and that it may be necessary to contact me/the data subject again for further information in order to locate the personal data requested. I also understand that my request will not be valid until all of the information requested is received by Hartsfield JMISchool.

**Signed**

**Date**

#### **Proof of Identity**

To help us establish your identity please enclose/attach a copy of:  
one of the following forms of ID:

- ☐ Passport
- ☐ Photo-card driving licence
- ☐ Birth or adoption certificate;

**AND** one of the following proofs of address:

- ☐ Household utility bill
- ☐ Bank, building society or credit card statement
- ☐ Council tax bill
- ☐ Mortgage statement

This is to ensure that we are only sending information to the data subject or their representative and not to a third party.

If we require further information to complete your request, we will contact you via the information you have provide overleaf.

In most cases, information will be provided within 1 month and will be free of charge.

Further guidance is available from:-

- Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)