

Data Protection Act 1998 & General Data Protection Regulations 2018 (GDPR)
SUBJECT ACCESS REQUEST FORM (SAR1)
Strictly Private & Confidential

This pro-forma is to be used to make a Subject Request under Section 7 of the Data Protection Act 1998 and General Data Protection Regulations 2018 (GDPR). Please see the attached Guidance Notes to help you in completing this form.

In order to comply with your request, Hornbeam Academy Trust and its' schools must be satisfied with the identity of the enquirer. Therefore, would you please complete the following information below in BLACK ink and return your completed form to the Data Protection Officer, Hornbeam Academy Trust, Folly Lane, Walthamstow, E17 5NT. Please mark the envelope "Strictly Private & Confidential".

Although a fee will not be charged for this request, you may be asked for pay a "reasonable fee" if the subject access request is either unfounded, excessive or repetitive in order to take into account the administrative costs in providing the information requested.

The Information Commission Office (ICO) states that a Subject Access Request must be complied within one month, from the date that the Trust accepts the properly completed application form along with your proof of identity, and any supporting documentation requested from you. However, the Trust can extend the deadline by a further 2 months if a request is complex and numerous. Applicants will be notified in writing within a month of receipt of the request, outlining the Trust's reasons for the extended period.

Further guidance on Access to pupils' information held by schools in England can be obtained from the Information Commissioner's Office www.ico.gov.uk

1. DETAILS OF PERSON REQUESTING THE INFORMATION					
Title (Mr, Mrs, Ms, Dr, etc.)		Date of Birth			
Surname / Family Name		Gender	Male	Female	
First Names					
Maiden / Former Surname					
Telephone Number (Day)		Telephone Number (Evening)			
Email address (please indicate whether this is work or home e-mail)					
Home Address					
Postcode					
Are you the Data Subject? (Please indicate)	Yes			No	
	If you are the Data Subject please enclose proof of identity as outlined below				
	If not, please attach a copy of your authority to act on the Data Subject's behalf and your relationship with the Data Subject				
	Relationship with the Data Subject (please state)				

2. PROOF OF IDENTITY	
To help establish your identity, you must submit a photocopy of one document from each of the following	
(a) Confirmation of Name:	Birth Certificate, Passport, Full Driving Licence or Photo card Driving Licence
(b) Proof of Address	Bank statement (within last 3 months), Child Tax credit (dates within 12 months), Utility Bill (within last 3 months)



HORNBEAM ACADEMY TRUST

3. HELPING US TO FIND THE INFORMATION

Please use the space below to provide further details to help locate the information sought. For example, specific documents or information that you are seeking; school campus, department (if known), the area of Hornbeam Academy Trust records that you wish this subject access request to cover; the name of the person who may have created or had access to the information, if known; and any relevant time periods. Please be as precise as possible and provide dates of interest to be covered by this subject access request.

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4. INFORMATION ABOUT THE COLLECTION AND PROCESSING OF DATA.

If you want information about any of the following, please tick the boxes

<ul style="list-style-type: none"> Why are Hornbeam Academy Trust processing your personal data? 	
<ul style="list-style-type: none"> To whom is your personal data disclosed? 	
<ul style="list-style-type: none"> The source of your personal data 	

5. CCTV Images

Applications to access CCTV images under the Data Protection Act 1998 (Data Subject) need to be made as outlined in the Trust's CCTV Policy. Copies on the Trust's/Schools' websites. Copies of the application form can be requested from the Data Protection Officer (email: DPO@hornbeamacademytrust.com)

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

- Yes
- No

6. DECLARATION – TO BE SIGNED BY THE APPLICANT

I declare that the information given in this form is correct to the best of my knowledge and that

- * I am the Data Subject and person named above
- * I am acting on behalf of the person named (please complete attached Data Subject authorisation form)
- * I have parental responsibility of the person named (please complete attached Data Subject authorisation form)

(*Delete as appropriate).

Signature

Date

WARNING: attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.

Correcting Information

If after you have received the information you have requested, you believe that:

- The information is inaccurate or out of date; or
- The Trust or its' schools should no longer be holding that information; or
- The Trust or its' schools are using your information for a purpose of which you were unaware; or
- The Trust or its' schools may have passed inaccurate information about you to someone else

Please notify the Trust's Data Protection Officer as soon as possible.

Email: dpo@hornbeamacademytrust.com

Post: Hornbeam Academy Trust, William Morris Campus, Folly Lane, Walthamstow, London, E17 5NT

Phone: 020 8503 2225

7. YOUR CHECKLIST

Is your contact information correct?		Have you signed the form?	
Have you enclosed acceptable identification?		Have you completed all the sections?	
Have you provided accurate detail to enable us to find the information			

Data Protection Act 1998 & General Data Protection Regulations 2018 (GDPR)
Access to Records Authorisation Form (SAR2)
Strictly Private & Confidential

To be used when authorisation to release records is required

Details of the data subject (if different from Section 1 above)

Full Name	
Address	
Contact Telephone Number	
Email address	

Relationship to Hornbeam Academy Trust	
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PROOF OF IDENTITY	
To help establish your identity, you must submit a photocopy of one document from each of the following	
(c) Confirmation of Name:	Birth Certificate, Passport, Full Driving Licence or Photo card Driving Licence
(d) Proof of Address	Bank statement (within last 3 months), Child Tax credit (dates within 12 months), Utility Bill (within last 3 months)

Authorisation to release data to Third Party	
<p>I declare that the information given in this form is correct to the best of my knowledge and that</p> <ul style="list-style-type: none"> * I am the Data Subject * I hereby give permission for the above named person to submit an Access Data Request on my behalf and for Hornbeam Academy Trust and its' schools to disclose my records as outlined in Section 3 of the SARs Request Form and in accordance with the Data Protection Act 1998 and General Data Protection Regulations 2018. 	
Signature	Date

Correcting Information
<p>If after you have received the information you have requested, you believe that:</p> <ul style="list-style-type: none"> • The information is inaccurate or out of date; or • The Trust or its' schools should no longer be holding that information; or • The Trust or its' schools are using your information for a purpose of which you were unaware; or • The Trust or its' schools may have passed inaccurate information about you to someone else • <p>Please notify the Trust's Data Protection Officer as soon as possible.</p> <p>Email: dpo@hornbeamacademytrust.com</p> <p>Post: Hornbeam Academy Trust, William Morris Campus, Folly Lane, Walthamstow, London, E17 5NT</p> <p>Phone: 020 8503 2225</p>