



General Data Protection Regulations Right of Access to Personal Data

ENSURING EXCELLENCE

**SUBJECT ACCESS REQUEST FORM FOR:
THE TELFORD LANGLEY SCHOOL AND THE TELFORD PARK SCHOOL**

Information

We should respond to your request within one calendar month. Note this can be extended for a further 2 months if the request is deemed complex. However, this period does not start until:

- a) We are satisfied about your identity
- b) You have provided enough detail to locate the information you are seeking

Please complete the following sections of this form providing as much information as possible to help us deal with your request. Please be aware that if this request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

1. Provide details of the person about whom the school is holding data (the Data Subject)

Full Name (Print)	
Present Address, inc. Post Code	
Previous Address, inc. Post Code (if less than 3 years at present address)	
Telephone Number	
Email address	

2. Are you requesting information about yourself (person referred to in question 1)?

If **YES**, then go to question 3. If **NO** please complete the following:

Full Name (Print)	
Present Address, inc. Post Code	
Telephone Number	
Email address	
Relationship with data subject and brief explanation as to why you are requesting this information rather than the data subject requesting it themselves	

***If you are acting on behalf of the data subject you will need to enclose their written authority including a signature or other legal documentation (e.g. power of attorney) to confirm this request. You also need to enclose evidence of your identity and that of the data subject (see section 4 for details of acceptable identity). If the data subject is under 13 years of age and you have*

*parental responsibility, subject access requests will, in general be granted without requiring the pupil's written authority***

3. Please provide a clear description of the information that you are requesting, see table below. **If you provide specific details of what information you want, e.g. name of a document relevant to a time period rather than just the whole of your file you may receive a quicker response.**

Description of Information	School Holding this Information Telford Langley or Telford Park	Time Period for Information Requested

4. Please provide **two** pieces of evidence of your identity (one containing a photo). Acceptable types of documents used to verify your identity are detailed below.

Driving Licence	Passport	National ID Card	Medical Card	Utility Bill
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You may wish to send your documents special/recorded delivery. Your proof of identity will be returned to you securely after verification.

5. All information in respect to your request will be sent to you via secure email unless alternative arrangements are made. We may require further evidence of your identity if you collect your information from School premises.

Declaration	
To be completed by all applicants. Please note that any attempt to mislead the school may lead to prosecution.	
I (insert name) _____ certify that the information given on this application form and any attachments therein to the school is accurate and true.	
I understand that it is necessary for the school to confirm my identity and it may be necessary to obtain more information in order to locate the correct information.	
Signature	
Date	

Return of the SAR Form

If you are posting your documents or hand delivering them our address is:

The Telford Langley School

Duce Drive
Dawley
Telford
TF4 3JS

Or The Telford Park School

Grange Avenue
Stirchley
Telford
TF3 1FA

Our email address is:

info@telfordlangleyschool.co.uk

Or info@telfordparkschool.co.uk

How we will send you the information you have requested

We want you to receive the information you have requested in the most convenient way for you.

However, we do have an obligation under the General Data Protection Regulations to provide you with the information you have requested in the most secure way possible.

We believe the most secure way to provide you with the information is either:

- For you to collect the documentation in person from our school
- For us to email you the information securely/encrypted

We can post your information to you but there are risks attached to providing you with your information using this method, e.g. Royal Mail may lose your information, deliver it to the wrong address, etc.

Please confirm you are happy to receive your information by secure email by ticking the box below and confirming the email address that your information should be sent to:

Tick Box	<input type="checkbox"/>	EMAIL ADDRESS	<input type="text"/>
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Alternatively, if you prefer any of the other methods below please indicate which by ticking ONE of the boxes below:

Collection in person	<input type="checkbox"/>	CD or Paper Copy <i>(please circle your choice)</i>
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By Post (special delivery)	<input type="checkbox"/>	CD or Paper Copy <i>(please circle your choice)</i>
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