

APPENDIX 1
Toft Hill Primary School

ACCESS TO PERSONAL DATA REQUEST

DATA PROTECTION ACT 1998 – SECTION 7

| |
|-----------------------|
| Name |
| Address |
| |
| Post Code |
| Telephone No. |

Are you the person who is the subject of the records you are enquiring about (ie the Data Subject)

Yes / No

If No

Do you have parental responsibility for the child who is the “Data Subject” of the records you are enquiring about?

Yes / No

If Yes,

Name of the child or children about whose personal data records you are enquiring

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Description of Concern/Area of Concern

Description of Information or Topic(s) Requested (in your own words)

Additional Information

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DATA SUBJECT DECLARATION

I request that the School search its records based on the information supplied above under Section 7(1) of the Data Protection Act 1998 and provide a description of the personal data found from the information described in the details outlined above relating to me (or my child/children) being processed by the School.

I agreed that the reply period will commence when I have supplied sufficient information to enable the School to perform the search.

I consent to the reply being disclosed and sent to me at my stated address.

Signature of Data Subject (or parent/guardian)

Name of Data Subject (or parent/guardian)

Date