



**This form is for any person who wishes to apply for access to personal data held by King Edward VI School. Please read the Subject Access Request Guidance below before completing this form.  
A separate form should be completed for each individual.**

NOTE: This is not a mandatory form – Data Subjects may make requests for access in other formats but this form is designed to speed up the process.

NOTE: Please note there is NO charge for the processing of a Subject Access Request.

### **Subject Access Request Guidance**

#### **Which sections should I complete?**

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

#### **What if I do not have the necessary forms of identification?**

If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration, but we reserve the right to reject applications where we cannot verify an applicant's identity.

#### **How do I withdraw consent previously given?**

In addition to the right to have access to the information we hold about you, you also have the right to withdraw your consent to the processing of certain data for which you have previously given explicit consent for us to hold and process. You may use this same process to exercise this right.

#### **What information will help with the processing of my data request?**

Identification of relevant records will be easier if you can provide any references to documents you believe may be held by King Edward VI School relating to any specific incidents or correspondence.

## **What information does King Edward VI School hold?**

King Edward VI School holds information relevant to the conduct of its educational functions which will include, but not be restricted to, information related to you and your children who have either applied to or who have attended the School. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

King Edward VI School is the 'controller' for all data and certain information held by other bodies which are contracted by King Edward VI School in connection with the conduct of educational activities.

## **How long will it take to get my data?**

We will acknowledge your application in writing. Once we are satisfied that you meet the criteria for disclosure of data under Data Protection Legislation, and have provided sufficient information for us to confirm your identity and accept your application for processing, you should receive a response within one calendar month from that date.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or electronic data only – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

## General Notes

1. Parents and guardians may submit a Subject Access Request relating to themselves or for a student who is in, or who is an applicant to, Year 7. Students in Year 8 and above are considered as the data owner for their own personal data and must be the signatory on any application for the release of such data.
2. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, as King Edward VI School records also include third party information that we cannot release to you under the Data Protection legislation, e.g. another person's data, this is removed.
3. Disclosure by post is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6. We will also disclose by email where requested.

## Checklist

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?
- If you are submitting the form yourself, have you signed the form at Section 5?
- Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?
- Have you signed the declaration in Section 5?
- Have you provided as much information as possible to enable us to find the data you require?

## Please send your completed form and proof of identity to:

King Edward VI School  
Chapel Lane  
Stratford-upon-Avon  
CV37 6BE

Email: [office@kes.net](mailto:office@kes.net)

## KING EDWARD VI SCHOOL - SUBJECT ACCESS REQUEST FORM

### Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):		
Family Name:		
Previous Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):	...../...../.....	Male <input type="checkbox"/> or Female <input type="checkbox"/>
Please give details of any other known reference numbers issued by King Edward VI School	Other references: .....	
	State context: .....	

### Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	

### Section 3 – Proof of the applicant’s identity

In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

**Please DO NOT send an original passport, driving licence, identity card or birth certificate**

**List A (photocopy of one from below)**

**List B (one original from below) \***

Valid passport	<input type="checkbox"/>	A letter sent to you by King Edward VI School	<input type="checkbox"/>
Valid photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Valid National Identity Card	<input type="checkbox"/>	Bank or Building Society statement	<input type="checkbox"/>
Full birth certificate	<input type="checkbox"/>		<input type="checkbox"/>

\* Any original documents you send to us will be returned by first class post.



## Section 7 – Proof of the Representative’s identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

**Please DO NOT send an original passport, driving licence, identity card or birth certificate**

### List A (photocopy of one from below)

### List B (plus one original from below)

Valid passport	<input type="checkbox"/>	A letter sent to you by King Edward VI School	<input type="checkbox"/>
Valid photo driving licence	<input type="checkbox"/>	Utility bill showing home address	<input type="checkbox"/>
Valid National Identity Card	<input type="checkbox"/>	Bank or Building Society statement	<input type="checkbox"/>
Full birth certificate	<input type="checkbox"/>		

## Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 6 of this form to make a Subject Access Request on my behalf under Data Protection Legislation.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

## Section 9 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

(a) Date required:
(b) Reason (please state and supply supporting evidence):