

The Castle School Data Subject Access Request Form

A Subject Access Request (SAR) is a written, signed request from a person (the Data Subject) to identify what personal data an organisation is processing on their behalf, why that organisation holds it and who it is disclosed to. The rights of an individual Data Subject are established in Chapter III of the General Data Protection Regulation (GDPR).

When meeting specific criteria, individual data subjects can exercise the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. The right in relation to automated decision making and profiling

The Castle School requires the Data Subject to provide enough information to enable for the request to be met. As the Data Controller, The Castle School is required to respond to the Subject Access Request within one calendar month. This period of time can be extended to take into account the complexity and the number of requests. The Castle School shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay. The Castle School will authenticate all data subjects requesting data by requesting a form of photo ID (e.g. passport, driving licence card).

The form can be submitted to The Castle School as follows:

By post

The Data Protection Officer
The Castle School
Love Lane
Donnington
Newbury
RG14 2JG

By e-mail

dataprotection@[castle.w-berks.sch.uk](mailto:dataprotection@castle.w-berks.sch.uk)



The Castle School

A SPECIALIST COLLEGE FOR COMMUNICATION & INTERACTION

Name of person filling in this form	
Date	
Your address	
Your e-mail address	
Your phone number	
Have you contacted anybody at the School about this request?	Name:
Are you the Data Subject?	
Which of the 8 GDPR personal rights listed in the specific criteria do you wish to exercise? Circle as appropriate	Informed / Access / Rectification / Erasure / Restrict Processing / Data Portability / Object / Automated decision making and profiling
If you are requesting data on behalf of a child, what is your legal relationship with the child? Please note we could choose to consult with the child if we believe that the child (Data Subject) has the capacity to understand this request.	
What type of personal data are you requesting from The Castle School which is related to the named Data Subject? Please be as specific as possible so data can be provided as timely and efficiently as possible.	
What would you like the School to do with your personal data? (e.g. provide in a machine readable format / erase / stop processing)	
Is there any further information you can provide about yourself and the data to better aid this School in identifying what you are requesting?	
Signature and date	
Have you provide the School with a photocopy of your photo ID?	