



UP HOLLAND
HIGH SCHOOL
Dedicated to Excellence

School Data Subject Access Request Form

If you wish to make a request for personal data under the Data Protection legislation please complete the form below to enable us to meet your request. The form will help us to respond to your request as quickly as possible. The school will endeavour to respond to your request within one calendar month. We may extend this time if the request is complex, however we will inform you of this within one month of receipt of the request, together with the reason(s) for the delay.

This form can be submitted to the school via email to coverwork@upholland.lancs.sch.uk

Your name		Email or postal address: <i>(whichever is your preferred contact method)</i>	
Telephone number <i>(optional – used to contact you about your request)</i>			
Are you the data subject? <input type="checkbox"/> YES <input type="checkbox"/> NO		If you selected 'No' please add the name of the Data Subject	
What is your relationship to the Data Subject? or state 'not applicable'			
<i>If you are requesting data on behalf of a child, please note that we may consult with the child if we believe that they have the capacity to understand the request.</i>			
Do you want a copy of some personal data?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you have selected NO then please select another option below			
Information about processing <input type="checkbox"/>	Correction of data <input type="checkbox"/>	Erasure of data <input type="checkbox"/>	Objection to/ Restrict use of data <input type="checkbox"/>
If you selected YES, you do require a copy of some personal data, please describe below, and provide as much detail as possible to aid us in our search.			
Have you enclosed/attached a copy of your photo ID? <i>(Please note this may not be necessary if you are known to us, and we are sure that you are who you say you are).</i>		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please sign:		Date:	