

## SUBJECT ACCESS REQUEST - SAR

As part of the latest GDPR guidelines, if an individual or organisation wishes to gain access to the data held by BGLC relating to a student or member of staff, they may do so providing the appropriate authorisation has been obtained. If an organisation data release document/pro-forma is not provided, the SAR (subject access request form) below should be completed. Erasure or rectification of data also requires completion of a SAR form.

Guidance on SAR processing:

- Under article 15 of General Data Protection Regulation (GDPR) access to data is free of charge.
- The School has discretion to decide whether to charge an individual when the request is repeated or unreasonable.
- The completed form must be submitted either by post or email to the Data Protection Officer (DPO). See contact details below.
- The more information provided on the access request, the easier it will be to locate the information.
- In the case of an individual making a request (as opposed to an organisation representative) a copy of photographic ID must be provided along with the form. A request can not be processed without the relevant ID.
- The Data Protection Officer (or other designated staff) will undertake the process of collating the information as per the SAR or organisation pro-forma, where equivalent.
- All personal information of other individuals will be redacted (removed or blocked out), as it is not relevant to the SAR.
- BGLC will respond to the SAR without delay and within one month of receipt of the request.
- You will be contacted to arrange the most appropriate delivery method for the data.
- In accordance with our Data Protection Policy all data provided will be deleted:
  1. in the case of a student, when they reach the age of 25.
  2. in the case of staff, 6 years after their date of leaving BGLC.
- Once the information is received by the individual or organisation they will be asked to confirm receipt, either by signing the SAR or by sending an email to the DPO.
- The original request document will be destroyed after it has been scanned and linked to our student/staff database.

## CONTACT DETAILS - DATA PROTECTION OFFICER

If you have any questions regarding the information being requested, please contact:

Mrs Sangeeta Patel, Data Protection Officer

Email: [spatel@brookvalegroby.com](mailto:spatel@brookvalegroby.com)

Telephone: 0116 287 9921

Address: Brookvale Groby Learning Campus, Ratby Road, Groby, Leicestershire LE6 0FP

## SUBJECT ACCESS REQUEST - BGLC

### 1. Data Subject Details

Title:

First Name(s):

Surname:

Date of Birth:

Address:

Post Code:

Email Address:

Day Time Telephone Number:

Capacity in which we hold the data (Staff or Student)

### 2. Applicant Details (if different from above)

Title:

First Name(s):

Surname:

Date of Birth:

Address:

Post Code:

Email Address:

Day Time Telephone Number:

Relationship to Data Subject:

### 3. Proof of Identity

I enclose the following documents to support my application:

Birth Certificate ☐

Driving Licence ☐

Passport ☐

Authority To Act ☐

### 4. Personal information

Please tell us in the box below which documents you would like to request, e.g. individual documents, current school file, transition documents etc.

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## 5. Information Delivery

Please indicate how you wish to review the data (please select one)

Receive a copy of the information electronically ☐      View a copy of the information only ☐  
Collect the information in person ☐      Receive printed information via post ☐

Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.

## 6a. Data Subject Declaration

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Brookvale Groby Learning Campus is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

## 6b. Data Subject Declaration

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Brookvale Groby Learning Campus is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

**Warning: Unlawfully obtaining or attempting to obtain data is a criminal offence**

Name:

Signature:

Date:

## 7. Receipt of Data Requested

I confirm receipt of the data requested, and have either signed below or have sent an email confirmation to the DPO.

Name:

Signature:

Date:

DPO USE ONLY

GDPRiS SAR REF:

SAR RESPONSE DATE: