



Data Subject Rights Request Form

Date of Review: September 2026

Date of Next Review: September 2028

Contents Heading

SECTION 1 – RIGHTS YOU ARE EXERCISING 3

SECTION 2 - YOUR DETAILS..... 3

SECTION 3 – WHO IS THE REQUEST ABOUT? 4

SECTION 4 - YOUR REQUEST..... 5

SECTION 5 – WHAT WE NEED FROM YOU 5

SECTION 6 – HOW YOU WOULD LIKE US TO RESPOND 6

SECTION 7 – DECLARATION AND AUTHORISATION 6

SECTION 8 - AUTHORISATION BY THE DATA SUBJECT 6

SECTION 8 - OUR RESPONSE 7

EQUALITY IMPACT STATEMENT 8



Before completing this form, we recommend you read the Data Subject Rights Guidance [Policies & GDPR – The Laurus Trust](#), which explains individual rights and how requests should be handled.

Section 1 – Rights you are exercising

(Tick one or more boxes. We may contact you if we need help understanding your request.)

☐	Access	Receive confirmation and a copy of your personal data, together with relevant information about its use.
☐	Rectification	Correct personal data that is inaccurate or complete data that is incomplete.
☐	Erasure	Ask for personal data to be deleted where the right applies.
☐	Restriction	Ask the school to limit how it uses particular personal data where the right applies.
☐	Objection	Object to processing, including direct marketing, or processing based on public task or legitimate interests.
☐	Data Portability	Receive eligible data you provided in a structured, commonly used and machine-readable format, or ask for it to be sent to another controller where technically feasible.
☐	Automated Decision Making	Ask for safeguards or challenge a decision based solely on automated processing that has legal or similarly significant effects.
☐	Other/Unsure	Describe what you want the school to do. We will identify the relevant right where possible.

Section 2 - Your details (Please note it is an offence to impersonate another individual)

First name(s)	
Surname	
Previous names (if applicable)	
Date of birth (dd/mm/yyyy)	
Daytime telephone number(s)	
Email address	
Address	
Postcode	

If you have lived at this address for less than 2 years, please provide any previous addresses below.

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Section 3 – who is the request about?

☐ Me ☐ My child ☐ Another person who has authorised me ☐ Other: _____

If the request is not about you, please complete the details below. Where appropriate, provide evidence of parental responsibility, the person's signed authority, or other evidence showing that you may act for them.

Full name of data subject	
Date of birth	
Relationship to you	
Address (if different from yours)	
Contact email/phone number (if different from yours)	

Section 4 - Your request

Please give enough detail for us to understand the request and identify the relevant records. Include the school service or department, types of records, names or roles of people involved, relevant dates, systems or correspondence, and any reference numbers.

For other requests please also provide the following:

- rectification, state what is inaccurate or incomplete and the correction or addition requested.
- erasure, restriction or objection, explain why you believe the right applies.
- For portability, identify the data and preferred format or recipient.
- For automated decisions, identify the decision and the outcome you are seeking:

Section 5 – What we need from you

The trust/school may require you to confirm your identity or authority to act on someone else's behalf. Please do not send original documents. You can send scanned copies to our email address:

dataprotection@laurustrust.co.uk or post to:

Laurus Trust, Woods Lane, Cheadle Hulme Stockport, Cheshire, SK8 7JY

Evidence provided:

☐ Identity ☐ Parental responsibility ☐ Signed authority ☐ Other: _____

Examples may include a passport or driving licence, a recent official letter or bill showing

your address, a birth certificate, court order, adoption record or Special Guardianship Order. The evidence needed will depend on the circumstances and the information requested.

Section 6 – How you would like us to respond

Preferred contact method: ☐ Email ☐ Post ☐ Telephone to discuss arrangements

For an access or portability request, please state your preferred format for disclosure:

☐ Secure electronic copy ☐ Paper copy ☐ Other: _____

Accessibility or communication requirements:

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Section 7 – Declaration and authorisation

I confirm that the information supplied in this form is accurate to the best of my knowledge. I understand that the school may contact me for reasonable information needed to confirm identity or authority and to understand the request.

Name	
Signature	
Date	

Section 8 - Authorisation by the data subject

Complete this part where someone is acting for you.

I authorise the person named in section 2 to act on my behalf in relation to this request and, where relevant, to receive the response.

Data subject's name	
Signature	
Date	

Section 8 - Our response

The school will acknowledge your request and respond without undue delay and normally within one calendar month. The period begins when the school receives the request or, where reasonably required, the information needed to confirm identity or authority. If the request is complex, or you have made several requests, the response period may be extended by up to a further two months. The school will tell you within the initial one-month period if an extension applies and explain why.

These rights are not absolute. The school may need to keep or continue using information where the law permits or requires this, and exemptions may apply. If the school cannot comply fully or partly, it will explain the decision and tell you about the available complaint routes.

You may raise a data protection complaint with the school using: dataprotection@laurustrust.co.uk. You may also complain to the Information Commissioner's Office. See www.ico.org.uk.

For school use only

Date Received	
Rights identified	
Date Valid	
Due Date	
Responsible Officer	

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	☒ Race ☒ Disability ☒ Sex ☒ Age ☒ Religious belief ☒ Sexual Orientation ☒ Gender Reassignment
Summary of any issue/proposed changes	N/A
Date	30.09.26
Date of next review	September 2028



Laurus Trust
Woods Lane
Cheadle Hulme
Cheshire
SK8 7JY

t: 0161 549 7000
e: enquiries@laurustrust.co.uk
w: laurustrust.co.uk