

## **The Thomas Adams School Subject Access Request Form**

The following information is required to help the school to respond fully to your request. Please complete the information below and return this form by email to [dpo@thomasadams.net](mailto:dpo@thomasadams.net) or by post to the Data Protection Officer, The Thomas Adams School, Lowe Hill, Wem SY4 5UB. Requests for access made by pupils and parents will be dealt with within 15 school days. The school will process requests from all other data subjects within 40 calendar days.

### **Your details**

Title:	
Forename(s):	
Surname:	
Telephone number:	
Email address:	

### **Information being requested**

Please provide specific details (and any relevant dates) of the information being required and any additional information that may enable us to locate your personal data.

By completing this form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by the school that you are entitled to receive.

## Declaration

By signing below, you confirm that you are the Data Subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify the school for all losses and expenses incurred if you are not. The school cannot accept requests in respect of your personal data from anyone else, including members of your family – see Data Protection Policy extract at the foot of this page.

Name:	
Signature:	
Date:	

## Extract from The Thomas Adams School's Data Protection Policy Statement

### 11.2 Children and Subject Access Requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.