



Accessing Your Personal Information

Your Rights

Data protection legislation gives you the right to be told whether any personal information is held about you and a right to receive a copy of that information (subject to exemptions), providing you put your request in writing, and you provide proof of your identity.

Obligations of Great Torrington School

Once the School is satisfied of your identity and entitlement to the personal information you are requesting, we must respond to your request within **one calendar month**. Under data protection laws we may extend this deadline by a further month if your request is particularly voluminous or complex. If we need to extend this deadline we will write to you within one month of receiving your request to inform you of this. Our response must either provide you with copies of the personal information you have requested or state why you are not entitled to it.

Refusing your Request

We are not permitted to disclose any information which **identifies another person** unless that person has provided their consent or there is another lawful reason for this to be disclosed. We may disclose some third party information without consent if release of this information would not cause that person undue prejudice and disclosure is in the public interest. If you think the personal information you want identifies someone else, you may wish to obtain their written permission for the release of their information and enclose it with your completed application form.

The School may sometimes refuse to supply you with a copy of elements of your personal information if we feel that disclosure of this information might **put you or someone else at risk of harm**. We may also refuse to supply certain personal information if we feel that disclosure would prejudice the Schools **social work functions**.

The Application Form

Section 1: Asks you to give your **contact information**. This will help the School keep in contact with you about your request and will be used to send you our response.

Section 2: Asks you to provide evidence of your identity by providing **copies of two official documents**, (one of which shows your name and date of birth and one which shows your name and current address). If you are requesting personal information about your child, we also require proof that you have parental responsibility for that child.

Section 3: Asks you to **describe the information you are requesting**. Requests for all files held by the School may take some time to collate. Therefore, to ensure we locate all the information you require we ask that you provide as much detail as possible about the information you wish to receive. **Please refrain from making a request for all information held unless necessary as this may slow down the process.**

Section 4: Must be **signed by you** as the person making the request. If you are requesting personal information about someone else, you need to show that you are authorised to do so. For example, proof of parental responsibility, power of attorney, Court of Protection documentation or a signed form of authority.

Section 5: This section gives details of **how we will use the information** that you supply on this form.

When you have completed and checked this form, send it with copies of your proof of identification to:

**Data Protection Officer, Great Torrington School, Calvesford Road, Torrington, Devon,
EX22 7BQ**

Or you can email it to dpo@gts.devon.sch.uk

If you have any queries or if you would like assistance completing this form please call 01805 623531 and ask for the Data Protection Officer or email dpo@gts.devon.sch.uk

SECTION 1: Your contact details

The information you supply to Great Torrington School will be held in accordance with your rights under data protection laws.

PLEASE USE BLOCK LETTERS

Title (tick box as appropriate:	Mr [] Mrs [] Miss [] Ms [] Other (please state):
First Name:	
Last Name:	
Maiden Names:	
Other Names you may be known by:	
Date of Birth:	
Your Current Address:	
Email Address:	
Telephone / Mobile Number:	

Providing your Response

To help us protect your personal information we will provide the response by secure email unless you tell us you would like it in a different format such as by post to your home address using the Royal Mail recorded delivery service or external courier service.

SECTION 2: Proof of your identity

To help us establish your identity, your application must be accompanied by **copies of two official documents** which between them show your name, date of birth and current address. We ask that you send us **copies only**. For example: Copy of a birth certificate/adoption certificate, driver's licence, medical card, passport or any other official document which shows your name and address. If you wish us to return the documentation to you please let us know. We cannot be held responsible for any documents that are sent in the post.

Requests from Solicitors

Please note, if you are a Solicitor acting on behalf of your client, you must enclose their **written authority** for the release of their personal information to you.

Requests for personal information about children

If you are requesting personal information about a child or children in your care, we will require evidence that you have **parental responsibility** or **legal responsibility** for that child and are therefore legally entitled to the information. Please provide one of the following:

If you are the mother with parental responsibility:

- A photocopy of the child's birth or adoption certificate.

If you are the father with parental responsibility married to the mother:

- A photocopy of the child's birth certificate (registered or re-registered with your name from 1st December 2003)

If you are the father with parental responsibility not married to the mother:

- A photocopy of the child's birth certificate (registered or re-registered with your name from 1st December 2003)
- A photocopy of the parental responsibility agreement with the mother signed by both parties.
- A photocopy of the parental responsibility order issued by a court.

If you are not the mother or father and you have parental responsibility:

- A photocopy of the relevant parental responsibility agreement (e.g. step parent) signed by all parties.
- A photocopy of the court order.

If you do not have any of these please contact us.

If your child is over the age of 13 **we will require their consent**. Please let us have their consent in writing stating they are happy for the information you have requested about them to be released to you. If you consider the child lacks capacity to provide their consent, please contact us to let us know. We may consult with a social care professional for advice.

SECTION 3: Information you are requesting

To help us locate the personal information you require, and to help speed up our handling of your request, please give as much information as possible about the information you are requesting. If applicable, please tell us which subject / system information you are interested in. Please state the date or time period your request relates to.

We may contact you to ask for further details if this section is not completed.

Please add additional sheets if required:

SECTION 4: Your signature

Please tick the box below which applies to your case:

I am requesting my own personal information; []

I am requesting someone else's personal information on their behalf and I am authorised to do so; []

* Please note if you are a Solicitor acting on behalf of your client, or if you are a parent requesting your child's information and they are over 13 years old but under 16 years old, **you must enclose their written consent**, for the release of their personal information to you. If you do not think they have capacity, please contact us to let us know. If you have any questions about this, please contact us on 01805 623531 and ask for the Data Protection Officer. Alternatively email us at dpo@gts.devon.sch.uk

Before returning this form, please check you have completed **all sections** and have enclosed copies of **two identification documents** for yourself (plus the birth/adoption certificate or alternative for your child if applicable) and have signed and dated the application form.

Print Your Name:	
Your Signature:	
Date:	

FOR OFFICE USE ONLY

Date Request Received:	
Application Checked and Legible?	Yes / No
Identification Documents Checked?	Yes / No
What Identification was Provided?	
Identification Documents Returned?	Yes / No / Not Applicable
Date Identification Documents Returned	

SECTION 5: Using your Information

The information you supply on this form will be held securely by Great Torrington School and will be used to locate the information you have requested. We will use your contact details to keep you informed of the progress of your request and to provide you with our response. We may be required to share some of the information you supply with other services of the School so that we can locate the information you have requested. We will only share the minimum information required for this purpose.