

General Data Protection Regulation

Data Subject Access Request Form

1. The following information is needed to help us give an accurate response to your enquiry as quickly as possible. If not completing the form digitally, please complete the form in block capitals using black ink.
2. **Please return the completed Request Form to:**
 Data Protection Officer (SAR),
 The BRIT School, 60 The Crescent,
 Croydon, CR0 2HN

Alternatively, email to, dpo-brit@brit.croydon.sch.uk

1. Details of the Data Subject

Surname:	
Forenames:	
Date of Birth	
Home Address / Address to which Data should be sent:	
Home Telephone:	
Mobile Telephone:	
Email Address:	

2. Relationship of Data Subject to the BRIT School

Please only complete the relevant section(s)

2.1. Current Student

Course Title:	
Year Group:	
Student ID:	

2.2. Former Student

Course Title:	
Date of Leaving:	
Year Group when leaving:	
Student ID (if known):	
Name when enrolled at School:	
Last home address when enrolled at School:	

2.3. Current/Former Staff

Date of Leaving:	
Job Title:	
Staff ID (if known):	
Name when employed by School:	

2.4. Other

Please give details, e.g. Applicant for employment, Student Applicant, Customer, Supplier, Consultant, Referee etc.

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3. Personal Details of the Requester (only complete this section if you are **NOT** the Data Subject (i.e. you are requesting information about/relating to another person))

Full Name:	
Address:	
Telephone:	
Email	
Your relationship with the Data Subject: <i>Please note that if you are acting on behalf of the Data Subject, the School requires evidence of the Data Subject's identity, their written authority, and evidence of your identity.</i>	

4. Records Required

Please specify or describe the document(s) you wish to see, e.g. emails identifying me relating to X matter sent by A.N. Other between September and November 2016:

Documents:	
Over what time period:	

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Please tick below the sections/departments where the documents that you are seeking may be found:

Strand/Subject	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Student Services	<input type="checkbox"/>
Finance Office	<input type="checkbox"/>
IT Support	<input type="checkbox"/>
Library Services	<input type="checkbox"/>
Careers	<input type="checkbox"/>
School Secretary	<input type="checkbox"/>
Examinations Officer	<input type="checkbox"/>
Alumni Relations Office	<input type="checkbox"/>
Communications and Marketing	<input type="checkbox"/>
Student Counselling Service	<input type="checkbox"/>
Site Staff & Grounds	<input type="checkbox"/>
Any other department, please state:	<input type="text"/>

5. Checklist of documents which must accompany this request form:

- 1. Completion of Sections 1, 2 & 4 of the request form
- 2. Evidence of your identity*
- 3. If you, as the requester, **are not the Data Subject:**
 - Evidence of your identity*
 - Completion of Section 3 of the request form
 - Written evidence of the Data Subject's consent to disclose information to you

* Evidence of identity can be a copy of: current passport, Current UK or EEA photocard driving licence, original birth certificate, National identity card bearing a photograph of the requestor.

6. Declaration

I certify that the information given on this application form to the BRIT School ("School") is true. I understand that it may be necessary for the School to obtain more details in order to locate the correct information. I also understand that the 1 Month period in which the School must respond to my request under the General Data Protection Regulation only commences when the School has sufficient information to process my request.

Signed: Date:

Anyone who impersonates another individual to gain access to his or her information may be guilty of an offence.

The School will use the information provided in this Request Form for the purpose of dealing with your request.