

## 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 Office  
 The BRIT School  
 60 The Crescent  
 Croydon  
 CR0 2HN  
*Alternatively*, email to, [dpo-brit@brit.croydon.sch.uk](mailto:dpo-brit@brit.croydon.sch.uk)

#### 1. Details of the Data Subject

<b>Surname:</b>	<input style="width: 95%;" type="text"/>
<b>Forenames:</b>	<input style="width: 95%;" type="text"/>
<b>Date of Birth</b>	<input style="width: 95%;" type="text"/>
<b>Home Address / Address to which Data should be sent:</b>	<input style="width: 95%; height: 40px;" type="text"/>
<b>Home Telephone:</b>	<input style="width: 95%;" type="text"/>
<b>Mobile Telephone:</b>	<input style="width: 95%;" type="text"/>
<b>Email Address:</b>	<input style="width: 95%;" type="text"/>

#### 2. Relationship of Data Subject to the BRIT School

**Please only complete the relevant section(s)**

##### 2.1. Current Student

<b>Course Title:</b>	<input style="width: 95%;" type="text"/>
<b>Year Group:</b>	<input style="width: 95%;" type="text"/>
<b>Student ID:</b>	<input style="width: 95%;" type="text"/>

## The BRIT School: Data Subject Access Request Form

### 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:

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.**

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#### 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:	

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                          | <input type="checkbox"/> |
| 2. Evidence of you identity*  | <input type="checkbox"/> |
| 3. If you, as the requester, <b><u>are not the Data Subject</u></b> :           | <input type="checkbox"/> |
| • Evidence of your identity*  | <input type="checkbox"/> |
| • Completion of Section 3 of the request form                                   | <input type="checkbox"/> |
| • Written evidence of the Data Subject's consent to disclose information to you | <input type="checkbox"/> |

\* 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.**