



**SOUTH EASTERN EDUCATION
AND LIBRARY BOARD**

DATA PROTECTION ACT 1998
SUBJECT ACCESS REQUEST FORM

IF YOUR PERSONAL INFORMATION IS HELD BY A SCHOOL, YOU WILL NEED TO APPLY TO THAT SCHOOL DIRECTLY.

The Data Protection Act 1998 provides you, the data subject, with a right to receive a copy of the information we hold about you. Please complete this form if you wish to access records held by the Board. You will need to provide evidence of identity and a payment of **£10** to enable the processing to start. Your request will be processed within 40 days of receipt of a fully completed form. If the information contains details of another person we may need to seek their consent before we can provide that information to you.

Your Details (the Data Subject)							
Title (please tick)	Mr	Mrs	Miss	Ms	Other		
Surname/Family Name							
First Names							
Former/Maiden Names							
Date of Birth							
Address							
Post Code							
Previous Addresses							
(you need to only include ones that are relevant to the Board)							
Daytime Telephone Number							

Proof of Identity

We require proof of your identity before we can disclose personal data. Please provide a copy of recent documentation giving your name and address. We will **also** require evidence of identity of each parent/agent who has signed this form. (refer to Notes for further information)

Personal Information

Using the box below, state in your own words the personal information that you require. If possible, please indicate any names or dates you may have. The Information Commissioner has stated that as much information as possible should be provided to assist with tracing your records. **Please note that copies of statutory assessments or reports that have already been sent to you will not be disclosed under this Subject Access Request, because they are exempt under the Act.**

Details

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Declaration

This form must be signed by both you (the data subject,) and your parent(s)/agent if applicable.

I confirm that the information I have supplied is correct and that I am the person to whom it relates.

Data Subject's Signature (if aged 12 or above)

Date

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I confirm that I am authorised to act on behalf of the data subject and that their personal information will be disclosed to them through me. **Please note that information can only be disclosed for those parents/agents who have signed the form. Therefore, both parents should sign the form if this is a joint application.**

Parent/Agent's Signature

Date

Please ensure you have enclosed -

£10 fee (cheques or postal orders made payable to *South Eastern Education and Library Board*) **Evidence of Identity** **Signed Form**

Please return to *FOI Unit, SEELB, Grahamsbridge Road, Dundonald, Belfast BT16 2HS*

NOTES

Please read these notes carefully before completing the details on the form

1. **Who may apply for information?** Only the individual who the personal information is about (*the Data Subject*). This means that you can only apply for your own personal information (*referred to as Subject Access Request*). You cannot apply for information about anyone else; neither can anyone else apply for information about you. You may wish to nominate someone to be your authorised representative and the information can then be release to them with your consent. Please see paragraph 6 below for access to your child's personal information.
2. **What does it cost?** The Board charges a fee of £10 for processing requests for access to personal data, which we are entitled to under the Data Protection Act 1998. Please include a cheque/postal order, payable to the South Eastern Education and Library Board, with your application form.
3. **How soon do I get an answer?** Within 40 calendar days of the Board receiving your written request, the fee and proof of identity. Please bear in mind that the Board is a large local authority therefore it is important to be as specific as possible when requesting your personal information. If we do not have enough information to begin our search, we will write to you and ask you for more details. In these circumstances the 40 days response time will begin from the day we receive sufficient information from you to proceed.
4. **Identification.** We must not knowingly give personal information to the wrong person and we must do our best to ensure that the personal information we have been asked for is given only to the person to whom this information refers, or their authorised representative. Therefore, we will be asking you for proof of both your identity and address.
5. **Children.** Children have the same rights of access to their own personal information as adults, and the same rights of privacy. There is no minimum age but current guidance from the Information Commissioner's Office identifies that as a general guide, a child of 12 or older is expected to be mature enough to understand the request they are making. When a subject access request is received from a child, we will assess whether the child has the capacity to understand the implication of their request and of the information provided as a result of that request. If the child does understand, then their request will be dealt with in the same way as that of an adult. If a parent or legal guardian makes a request on behalf of a child, the request will only be complied with when we have received assurances that the child has authorised the request and that their consent was not obtained under duress or on the basis of misleading information. If the child does not understand, then a request from a parent or legal guardian for the child's information will only be complied with when assurances are received that they are acting in the best interests of the child.
 - Requests to see or receive copies of educational records should be made in writing to head teachers.
6. Please complete and return this form to the address below, together with the £10 fee, proof of identity (e.g. copy of passport or photo driving licence), proof of address (e.g. copy of utility bill or address section of bank statement) and if you are applying on someone's behalf, proof that they have given consent.

Sent to: FOI Unit, South Eastern Education and Library Board,
Grahamsbridge Road, Dundonald, Belfast. BT16 2HS

SEELB Subject Access Form