

Subject Access Request Form
This form must be fully completed and returned to
Clarissa Williams, DPO at the school.



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

Name:	
Job Title:	
Contact Telephone No:	
Email Address:	
Home Address:	
Details of requested information, including dates:	

Westwood College has one month to respond to your request or write to you requesting an extension, which may be applicable if your request is excessive or unfounded. A reasonable fee may also be applicable in these circumstances. If we intend to refuse to respond to your request, we will write to you within one month to inform you and explain why.

By signing below, you indicate that you are the individual named above. Requests cannot be accepted regarding your personal data from anyone else, including family members. We may need to contact you to verify your identity or for further identifying information before responding to your request.

Declaration

I am the individual named above and I will fully indemnify Westwood College for all losses, costs and expenses if I am not the above named.

Signature of data subject named above:	
Print Name:	
Date:	

For internal use only

Date form received:	Received by:
Passed to:	Date passed on: