

# Sir Robert Pattinson Academy



## ACCESS TO STUDENT DATA

General Data Protection Regulation (GDPR)

Full name of enquirer	
Enquirer's postal address	
Enquirer's electronic address	
Relationship to Student	
Full name of Student (data subject)	
Student's residential address	
Student's electronic address	

Sir Robert Pattinson Academy (SRPA) is a controller of personal data. Data subjects are entitled to access their data under the GDPR, subject to certain limitations and restrictions. For information about how we process student personal data, please see our Privacy Notice on our website. For information generally about data rights and data protection, please visit [www.ico.org.uk](http://www.ico.org.uk).

**Important:** Students are data subjects. Parents, guardians and other third parties are not automatically entitled to access student personal data without a student's informed consent. We may ask a student to provide certified identification or attend our premises to verify that they have given consent. Please do not be offended if we ask for this; it is very important to us that student personal data is handled securely and confidentially.

### Declaration by Enquirer:

I want access to the personal data of the student identified above. I either have parental responsibility for the student or some other lawful reason for accessing this information.

Signed .....

Date .....

### Declaration by Student:

I understand that I am a data subject. I consent to SRPA giving accessing to my personal data. I understand my rights as a data subject and that I can ask for help from SRPA or the ICO if I am in any doubt. I understand that SRPA may require me to attend school to verify my signature or provide verified identification.

I want the information sent directly to: Me [  ] OR the Enquirer identified above [  ] (**tick one**)

Signed.....

Date .....