

Subject Access Request from the National Pupil Database

Please note that where the term “data subject” is used it refers to the person about whom the information is being requested. A parent, or guardian, who has joint, or sole, parental responsibility can make a request on behalf of their child, though this is dependent upon the age and maturity of the child.

The Data Controller (DfE) must respond promptly and within 40 calendar days of the latest of the following:

- On receipt of the request
- On receipt of satisfactory proof of identity and required payment

1. Contact details of the person requesting the information.

Full name

Address

.....

Telephone number

Email address

DOB (only if the Data Request is about you, not your child)

Current School (if Data Subject) :

2. Are you the Data Subject? Is the data request about you? (Please tick or delete)

Yes

if you are the Data Subject you will be asked to supply original proof of identity bearing your name i.e passport, driving licence (if applicable), birth certificate (or certified copy) or at least 2 official letters such as from a utility company or Bank. You may also be asked to provide a stamped addressed envelope for returning the document(s).

No

are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed and you must also produce evidence of your identity and that of the data subject (as above).

Please also complete questions 3 and 4 below.

3. Details of the Data Subject (who the data request is about, if different from 1.)

Full name

Address

.....

DOB (if Data Subject) Current or last school

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf. (i.e. Parent / Guardian)

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5. Please give details of the information you require to see.

- a copy of all personal data held
- a copy of all other data associated with the relevant Unique Pupil Number(s) or other learner numbers between 1/1/00 and 1/3/17
- the details of its source

6. I also require to see.

- the reasons why the DfE is holding it and
- who the DfE has disclosed it to in the past

Declaration

Iconfirm that the information provided to the Department for Education (DfE) is true. I understand that it is necessary for the DfE to confirm the data subject's identity and it may be necessary to obtain more detailed information in order to find the correct information. I further understand that the DfE must respond to this request within 40 days of its receipt. This period only begins once the DfE is satisfied that this application is correct.

Signed Date

AFTER DfE RESPONDS TO REQUEST ONLY:

Documents which may be requested to complete this application on request from the DfE are:

- i evidence of your identity after requested
 - ii evidence of the Data Subject's identity (if different from above) after requested
 - iii evidence of Data Subject's consent to disclose to a third party (if required as indicated above).
 - iv a fee of £10 after requested
 - v stamped addressed envelope for return of proof of identity/authority documents, on request
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