



GDPR Compliance document

RIGHT TO RECTIFICATION APPLICATION FORM

Please complete this form and send it to: The School Office.

The Data Protection Act 2018 (DPA2018) and General Data Protection Regulations (GDPR), gives you the right to request for your personal information to be corrected if information is held about you, or that of your child if under 13, which is incomplete or inaccurate. This is known as the 'right to rectification'.

For your protection and the security of the data Ashgate Primary School will need to confirm that you are the person whom the data is about, and we will require proof of your identity before we erase the data. If you are acting on behalf of your child, the school will need proof of this as well as proof of your identity.

If you have not provided the relevant proof of identity and consent with the form it will need to be provided before we can process your request for erasure.

Once your request has been validated, the school will have a month to respond to your request. Please note if the school has legitimate processing grounds or is subject to a legal obligation, we may be unable to comply with your request for erasure. We will let you know if this is the case, as well as any reasons why we are unable to comply with your request.

If you would like to request for the personal data that the school holds about you or your child to be erased, please complete the questions below to tell us about you and the data you would like to be erased.

Section 1 - Details of person requesting rectification (data subject or agent)

Full Name: Mr/Mrs/Miss/Ms	
Address:	
<i>This address will be used for all postal correspondence</i>	
Email:	
<i>Only provide this if you are happy for us to contact you in this way.</i>	
Telephone number:	Date of birth (if Data Subject):

Section 2 – Who is the data subject this request is in relation to?

Whose records do you wish to see?	My Own / Other
If other, what is their relationship to you	

Section 3 - Details of the data subject

Full name:
Present address:

Other details

Any other addresses that the data subject has lived at in the last two years:

Any other names by which the data subject might be known:	
Date of birth (if known):	
Is the data subject a student or staff member?	Student / staff member
What contact has the data subject had with the school in the last two years?	

Section 4 – Information to be rectified

The school may hold a range of personal information. Please tell us the information held by the school that you request to be rectified. We may also require evidence to verify that the information needs to be rectified

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Section 5 – Declaration as a data subject

Under the right granted to me under the Data Protection Act 2018 (DPA2018), please rectify the personal data about me detailed above. I confirm that I am the data subject.

Signed _____ Date _____

Section 6 – Requests on behalf of children

This section is to be completed by the data subject's agent, if they are acting on behalf of their child who is aged 17 or under. If you are acting on behalf of your child and they are under the age of 13, then we will require proof of parental responsibility. This can be evidenced with their full birth certificate.

Section 7 – Data subject's agent

This section to be completed by person(s) acting on behalf of the data subject

I confirm that I am acting on behalf of _____ and have submitted proof of my authority to do so.

Signed _____ Date _____