

**Office of the Schools Adjudicator (OSA) subject access request form: individuals**

### General Data Protection Regulation – Subject Access Request Form

The General Data Protection Regulation (GDPR) gives provides you[[1]](#footnote-1)the right to receive a copy of the data/information we hold about you. You can also ask someone else to act on your behalf to ask for information. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will normally be processed within one month upon receipt of a fully completed form and proof of identity.

### Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of each of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

### Administration fee:

The OSA’s policy is not to charge for Subject Access Requests. However, a ‘reasonable fee’ may be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information based on the administrative cost of providing the information.

## Section 1

This is about the person’s whose data is requested. If you are the data subject, please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own. **Please do NOT use this form if you have parental responsibility and are requesting information on behalf of your child**. A separate request form is provided for those with parental responsibility.

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| --- |
| Title: Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Other [ ]  |
| Surname / Family Name: |
| First Name(s) / Forenames: |
| Date of Birth: |
| Address:Postcode |
| Previous Address:Postcode |
| Daytime Telephone Number(s): |

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| I am enclosing copies of the following documents as proof of identityBirth Certificate [ ]  Driving Licence [ ]  Passport [ ]  An official letter to my address [ ]  |
| If none of these is available please email the OSA at osa.team@schoolsadjudicator.gov.uk  |

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| **Personal Information**If you only want to know what information is held in specific records please indicate in the box below.Please tell us if you know in which capacity the information is being held. All cases dealt with by the OSA are assigned case numbers. If you know the number of the case that relates to the information being sought, please quote the number in the space provided below. Case information may include personal information provided to the OSA including names, addresses and contact details and may include special category data, for example, a person’s ethnicity or religious beliefs. If you do not know the case number but know the year or date when the case was considered, please tell us the year(s) that you think may be relevant. If you think we may hold information about you which is not related to a specific case, please tell us as much as you can about what information you think we might hold and when we might have collected this information.  |
| **Details:** |
| Adjudicator records [ ] If you are now, or have been appointed by the Secretary of State for Education as an adjudicator and are seeking personal information in relation to your appointment or service as an adjudicator, please provide details of your staff number and the dates when you served as an adjudicator. Please note that most information relating to the appointment of adjudicators is held by the Department for Education and not by the OSA.  |

## Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

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| --- |
| Title: Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Other [ ]  |
| Surname / Family Name: |
| First Name(s) / Forenames: |
| Date of Birth: |
| Address:Postcode |
| Daytime Telephone Number(s): |

**Please provide proof of identity as detailed on page 1.**

|  |
| --- |
| I am enclosing copies of the following documents as proof of identityBirth Certificate [ ]  Driving Licence [ ]  Passport [ ]  An official letter to my address [ ]  |
| If none of these is available please email the OSA at osa.team@schoolsadjudicator.gov.uk  |

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| What is your relationship to the data subject? (e.g. legal representative, carer) |
| I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:Letter of authority [ ]  Lasting or Enduring Power of Attorney [ ] [ ]  Other (give details) |

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| **Data Subject Declaration:**I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that OSA is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| Name: |
| Signature: |
| Date: |
| OR |
| **Authorised person – Declaration (if available):**I confirm that I am legally authorised to act on behalf of the data subject. I understand that OSA is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| Name: |
| Signature: |
| Date: |
| **Warning:** a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution. |

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| I wish to:Receive the information in electronic format [ ]  (some files may be too large to transmit electronically and we may have to supply in CD format)Receive the information by post\* [ ]  Collect the information in person [ ] View a copy of the information only [ ]  Go through the information with a member of staff [ ] \*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is ‘sensitive’. |

### Please send your completed form and proof of identity to:

Secretary
Office of the Schools Adjudicator
Bishopsgate House
Feethams
Darlington
DL1 5QE

osa.team@schoolsadjudicator.gov.uk

OSA will retain the information provided and only share the information with those it is legally entitled to. The information will only be retained for as long as necessary and in accordance with OSA’s retention policy, will be disposed of in a safe and secure manner.

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1. The GDPR refers to the person who is asking to see their information as “the data subject” [↑](#footnote-ref-1)