Information Governance Support Services by Stockport Council

forward in faith CCJS

Cheadle Catholic Junior School

"Following in the footsteps of Jesus"

Faith - Respect - Growth

Data subject rights request form

Information Governance Support Services by Stockport Council

IGSS/F/003

Data subject rights request form

Before completing this form, we recommend you read the Data Subject Rights Guidance here, which explains individual rights and how requests should be handled.

Section 1 – Right you are exercising

(Tick one or more boxes. We may contact you if we need help understanding your request.)

☐	**Access**	Receive confirmation and a copy of your personal data, together with relevant information about its use.
☐	**Rectification**	Correct personal data that is inaccurate or complete data that is incomplete.
☐	**Erasure**	Ask for personal data to be deleted where the right applies.
☐	**Restriction**	Ask the school to limit how it uses particular personal data where the right applies.
☐	**Objection**	Object to processing, including direct marketing, or processing based on public task or legitimate interests.
☐	**Data Portability**	Receive eligible data you provided in a structured, commonly used and machine-readable format, or ask for it to be sent to another controller where technically feasible.
☐	**Automated Decision Making**	Ask for safeguards or challenge a decision based solely on automated processing that has legal or similarly significant effects.
☐	**Other/Unsure**	Describe what you want the school to do. We will identify the relevant right where possible.

Section 2 - Your details (Please note it is an offence to impersonate another individual)

First name(s)	
Surname	
Previous names (if applicable)	
Date of birth (dd/mm/yyyy)	
Daytime telephone number(s)	
Email address	
Address	
Postcode	

If you have lived at this address for less than 2 years, please provide any previous addresses below.

Information Governance Support Services by Stockport Council

Section 3 – who is the request about?

☐ Me ☐ My child ☐ Another person who has authorised me ☐ Other:_____

If the request is not about you, please complete the details below. Where appropriate, provide evidence of parental responsibility, the person's signed authority, or other evidence showing that you may act for them.

Full name of data subject	
Date of birth	
Relationship to you	
Address (if different from yours)	
Contact email/phone number (if different from yours	

Section 4 - Your request

Please give enough detail for us to understand the request and identify the relevant records. Include the school service or department, types of records, names or roles of people involved, relevant dates, systems or correspondence, and any reference numbers.

For other requests please also provide the following:

- rectification, state what is inaccurate or incomplete and the correction or addition requested.
- erasure, restriction or objection, explain why you believe the right applies.
- For portability, identify the data and preferred format or recipient.
- For automated decisions, identify the decision and the outcome you are seeking:

Information Governance Support Services by Stockport Council

Section 5 – What we need from you

The school may require you to confirm your identity or authority to act on someone else's behalf. Please do not send original documents. You can send scanned copies to our email address:

admin@cheadle-jun.stockport.sch.uk or post to:

Cheadle Catholic Junior School
Conway Road
Cheadle Hulme
SK8 6DB

Evidence provided:

☐ Identity ☐ Parental responsibility ☐ Signed authority ☐ Other: _____

Examples may include a passport or driving licence, a recent official letter or bill showing your address, a birth certificate, court order, adoption record or Special Guardianship Order. The evidence needed will depend on the circumstances and the information requested.

Section 6 – How you would like us to respond

Preferred contact method: ☐ Email ☐ Post ☐ Telephone to discuss arrangements

Accessibility or communication requirements:

Section 7 – Declaration and authorisation

I confirm that the information supplied in this form is accurate to the best of my knowledge. I understand that the school may contact me for reasonable information needed to confirm identity or authority and to understand the request.

Name	
Signature	
Date	

Section 8 - Authorisation by the data subject

Complete this part where someone is acting for you.

I authorise the person named in section 2 to act on my behalf in relation to this request and, where relevant, to receive the response.

Data subject's name	
Signature	
Date	

Section 8 - Our response

The school will acknowledge your request and respond without undue delay and normally within one calendar month. The period begins when the school receives the request or, where reasonably required, the information needed to confirm identity or authority. If the request is complex, or you have made several requests, the response period may be extended by up to a further two months. The school will tell you within the initial one-month period if an extension applies and explain why.

These rights are not absolute. The school may need to keep or continue using information where the law permits or requires this, and exemptions may apply. If the school cannot comply fully or partly, it will explain the decision and tell you about the available complaint routes.

You may raise a data protection complaint with the school to the headteacher via the school office and preferably in writing. Please mark as Private and Confidential. You may also complain to the Information Commissioner's Office. See www.ico.org.uk.

Information Governance Support Services by Stockport Council

For school use only

Date Received	
Rights identified	
Date Valid	
Due Date	
Responsible Officer	

Document Control

Title	Data Subjects Rights request form
Document Owner	Information Governance – Stockport Metropolitan Borough Council
Document Status	For School Approval
Links with other policies, procedures, or guidance	Data subject rights guidance Subject access request guidance
Target Audience	parents, pupils
Distribution	Website, hard copy
File Classification	Public
Current Version	1.0

Revision and Approval

Reviewed by	SMBC IG Team
Issue Date	01/09/2026
Approved by (school)	TBC
Approval date	TBC
Next review date	01/09/2028
Any changes made	New document – amalgamation of all data subject rights requests