

Subject Access Request Guidance & Form

Introduction

Access requests can be submitted by written or electronic means. You may use the Oberstown **SAR Form**, **write a letter**, or **submit your request using other electronic means**.

The SAR form along with **proof of identity** should be emailed to dpo@oberstown.com or mailed to the Oberstown Children Detention Campus address.

To help us answer your request please be specific about the information you wish to receive, which will help us with our search.

You are entitled to a decision regarding your request within *30 days* of Oberstown receiving your request. However, every effort will be made by the Data Protection Officer to deal with your request as soon as possible.

Subject Access Request Form Guidance

Please review this guidance before completing the SAR Form.

Which sections should I complete?

- **Sections 1, 3 and 4 (data subject name, contact details, type of personal data requested and declaration)** should be completed for all requests.
- **Section 2 (Proof of the data subject's identity)** - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration; **or**
- **Sections 5, 6 and 7 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).
- **Complete the relevant fields** in the SAR Form **electronically**.
- **Print and sign** the relevant sections of the SAR Form.
- **Scan and attach to an email and submit** to dpo@oberstown.com

This form is designed to assist the process of making a subject access and, therefore, may speed the process up; but it is not mandatory, all SAR's made in other formats will also be processed.

Subject Access Request Form

Section 1 – Data Subject Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):		
Family Name:		
Current Address:		
Postcode		
Daytime Telephone No:		
Email Address:		

Section 2 – Proof of Data Subject Identity

In order to prove your identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)

List B (plus one original from below)

Passport/Travel Document	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>		<input type="checkbox"/>
Child under 16: Full birth certificate	<input type="checkbox"/>		<input type="checkbox"/>

Section 3 – Details of Information Required

Please use this space to give us details about the type of personal data you are requesting:

Recruitment & Selection	<input type="checkbox"/>	Admission & Intake	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	Placement Plan	<input type="checkbox"/>
Pension	<input type="checkbox"/>	Education	<input type="checkbox"/>
Personnel File	<input type="checkbox"/>	Health & Wellbeing	<input type="checkbox"/>
Performance Details	<input type="checkbox"/>	Offending	<input type="checkbox"/>
Grievance & Disciplinary	<input type="checkbox"/>	Other	<input type="checkbox"/>
Medical Information	<input type="checkbox"/>		<input type="checkbox"/>

If you have selected **other**, please specify the types of personal data you are requesting:

Provide examples if other types of personal data are being requested.....

Section 4 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Oberstown may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject:	Date:
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Section 5 – Representative Details

(If completed Oberstown will reply to the address you provide in this section)

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

Section 6 – Proof of the Representative’s identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card
List A (photocopy of one from below)
List B (plus one original from below)

Passport/Travel Document	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Section 7 – Authority to release information to a Representative

A representative must obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority.

If the representative is signing as the guardian of a child under 16, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 1 of this form to make a Subject Access Request on my behalf under Data Protection Legislation.	
Signature of Data Subject:	Date:
Signature of Representative:	Date: