

Terms

“Organisation” means the Department of Education, Sport and Culture, associated organisations including Primary and Secondary schools and UCM, Manx Sport and Recreation, Ardwhallan and the Arts Council.

“Data Subject” means the person who the information is about, normally you or your child.

Rights

The Data Protection Act 2018 and Data Protection (Application of GDPR) Order 2018 gives you the right to obtain the following:

- Confirmation as to whether the Organisation is processing any personal data about the data subject;
- Access to their personal data; and
- Any related information held on the data subject.

Identity

You are requested to provide the Organisation with evidence of their identity in the form of an original or certified copy of a photographic identity document (passport or driving licence) and an original or certified copy of an address identity document including birth certificate, utility bill, vehicle registration document, bank statement or rent book (all such documents being dated within the last 3 months), and the signature on the identity must be cross-checked to that on this form.

Time Limit

Data protection legislation requires that you shall be supplied with a copy of the information constituting the personal data within 30 days of your request.

The 30 day period begins when all the information required from you to satisfy us as to your identity and to locate the information that you seek has been received.

Address

The completed form should be passed on to your child's school for onward forwarding or sent directly to:

Data Protection Officer, Thie Slieau Whallian, Foxdale Road, St John, Isle of Man, IM3 4AS

or emailed to DPO-DESC@gov.im

Section 1 – About yourself [See note 7]

Title (Mr, Mrs etc)		Date of Birth	
Surname/Family Name		Sex (Male/Female)	
First Names			
Maiden/Former surnames			
Telephone Number (Day)			
Email address			
Home Address			
Post Code			

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and address(es) below:

Name 1				
	From (Date):		To (Date):	
Name 2				
	From (Date):		To (Date):	
Address 1				
			Post Code	
	From (Date):		To (Date):	
Address 2				
			Post Code	
	From (Date):		To (Date):	

Section 2 – Proof of identity [See procedure note 3.2]

To help establish your identity and whether you have parental responsibility, please could you submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name:

- driving licence, passport, birth certificate.

(b) Confirmation of name and address:

- driving licence, utility bill, bank or credit card statement, rent book (or other equivalent/similar official document – but it MUST show your name and address). A birth certificate must be supplied as one of the documents to prove parental responsibility for a child.

I am providing the following types of identification:

(a)		(b)	
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Section 3 – Helping us to find the information

Please use the space below to provide further details that may help to locate the information sought. For example specific documents or information that you are seeking; the likely location of the information or the school your child attends; the name of the person in the Organisation who may have processed the information; and any relevant time periods. You may request all of the data held.

Section 4 – Declaration

Declaration (to be signed by the applicant)

The information that I have supplied in this application is correct, and I am the person to whom it relates.

Signature		Date	
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Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.

Your Checklist

Is your contact information correct?		Have you signed the form?	
Have you enclosed acceptable identification?		Have you completed all the sections?	
Have you provided information to assist us in identifying and finding the information?			

DESC Checklist (for DESC use only)

<i>Date Application Rec'd</i>		<i>Application Signed</i>	<i>Yes / No</i>
<i>Identification (a) - Details</i>		<i>Application Complete</i>	<i>Yes / No</i>
<i>Identification (b) - Details</i>		<i>ID Info provided</i>	<i>Yes / No</i>
<i>Original Docs. Returned</i>			
<i>Identification checked</i>			
<i>Allocated to (DPO)</i>		<i>Checked by (DPO)</i>	

Template: Subject Access Request Procedure

Version Control: 1.0

Next Review Date: June 2018

Record of Amendments

Issue	Description of Change	Approval	Date of Issue
<i>1</i>	<i>Initial issue</i>	<i>AS</i>	<i>19/06/2018</i>