**King’s College London Mathematics School**

**Personal Information Request Form (Subject Access Request)**

Please read this form carefully and complete it in full so as not to delay the processing of your request. You may complete the form electronically and submit it by email, or print and complete it by hand (please use block capitals) and submit it by post. Your subject access request will be received by the school’s Data Protection Officer, Olenka Cogias.

* For electronic submissions, please email your completed form and evidence of your identity to: info-compliance@kcl.ac.uk stating “King’s Maths School: Subject Access Request” in the subject line.
* For paper submissions, please post your completed form and evidence of your identity to: Data Protection Officer, King’s College London Mathematics School, 80 Kennington Road, London SE11 6NJ.

Our response to your request will be sent to you by email. Please indicate in the “Information Required” box below if you would like a hard copy.

**Personal Details:**

|  |  |
| --- | --- |
| Name |  |
| Postal Address(including Post code)*for applications made by post, you must provide a bank statement or utility bill which matches this address* |  |
| Telephone number |  |
| Email address |  |

**Are you the Data Subject? (please circle):**

|  |  |
| --- | --- |
| Yes | Please provide an original bank statement, utility bill or other ID (copy of passport or driving licence) (ID is returned when your request has been processed). If you are a current member of staff or student, please provide a copy of your ID card. |
| No | Are you acting on behalf of the data subject? If so, complete this form and provide us with their written authority and include the ID requirements listed in the box above. Please note that we may take further steps to confirm that authority has been freely given. |

**Information required:**

Please describe as precisely as possible the information you seek, together with any additional information which will help us to locate it, for example: the nature of your current/past relationship with the school (i.e. student/employee); the dates on which correspondence or other material may have been created, etc. Please continue on a separate sheet if necessary.

Requests for access to CCTV images must include:

* The date and time the images were recorded
* Information to identify the individual, if necessary
* The location of the CCTV camera
* Photographic proof of identity.

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**Declaration**

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| I certify that the information given on this application form is true and accurate, and accept the terms laid out. I understand that it is necessary for King's College London Mathematics School to confirm my/the Data Subject’s identity and it may be necessary for them to obtain more detailed information in order to locate the correct personal data. I understand that the response period of one month, stipulated in the Data Protection Act 2018, will not commence until KCLMS is satisfied in this regard. |
| Signature |  |
| Print name |  |
| Date |  |

We will respond to your request within one calendar month.

If you have a concern about the way KCLMS and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>