

Data Subject Access Request

Applicant's First Name:

Applicant's Second Name:

Applicant's Email Address:

Are you (please tick)

A Current Student

A Former Student

Parent of a Current Student

Parent of a Former student

A Current employee

A former Employee

I am a parent, the name(s) of my student(s) are:

Which BISS School/Organisation are you requesting the data from?

If you/they no longer work/attend, what was the leaving date?

Date of this Request:

As the subject or parents of the subject of the data, I request the following (please tick all that apply):

- Confirmation** of whether you are processing personal data related to those named above
- A copy of all personal data** you hold about to those named above , including but not limited to:
 - Academic records, for example - reports, attendance data, assessment results
 - Any correspondence (emails, letters) between those named above and the school
 - Any records related to activities, conduct, and evaluation at the school of those named above
- The purposes** for which my personal data is being processed.
- The categories** of personal data you are processing.
- The **recipients** or categories of recipients to whom my personal data has been disclosed.
- The **retention period** for which my personal data will be stored.
- The source of my personal data if it was not provided directly by me.
- Is there any additional information you wish to add to your request?

Signed:
