Data Request Form – **External** Requests

**Name:** **Forename:**

 **Surname:**

 **Position:**

 **Company Name**

**Contact Details:** **Phone number:**

 **E-mail address:**

 **Company Address: Address line 1**

 **Address line 2
 Address line 3
 Post code**

**Who does the information relate to?**

|  |
| --- |
| Please tick all boxes that apply and specify if “other” |
| Specific member of staff | [ ]  |
| Specific student | [ ]  |
| Group(s) of staff | **[ ]**  |
| Group(s) of students | [ ]  |
| Other | [ ]  |
| If other, please specify: |       |

**Please explain how will this data will be processed:**

|  |  |
| --- | --- |
| **Use** | **Storage** |
| Marketing purposes | [ ]  | Electronic | [ ]  |
| Statistical analysis | [ ]  | Paper | [ ]  |
| Other | **[ ]**  | Other | **[ ]**  |
| If other, please specify: |       | If other, please specify: |       |

**Destruction/Deletion after relevancy has expired:**

|  |  |
| --- | --- |
| **Retention Period** | **Method of Destruction** |
| 1 week or less | [ ]  | Confidential shredding | [ ]  |
| 1 week to 1 month | [ ]  | Deletion from electronic system | [ ]  |
| 1 month to 3 months | **[ ]**  | Other | **[ ]**  |
| 3 months to 6 months | **[ ]**  | If other, please specify: |       |
| If the retention period is longer than longer than 6 months, please explain why this is the case.  |       |

**What is your/your company’s relationship with the subject(s) for the data you’re requesting?**

|  |
| --- |
| Please tick all boxes that apply and specify if “other” |
| landlord | [ ]  |
| Agent | [ ]  |
| Future employer | **[ ]**  |
| Other | [ ]  |
| If other, please specify: |       |

**What is being requested? Please tick all that apply, and supply further information where necessary.**

|  |
| --- |
| Please tick all boxes that apply and specify if “other” |
| Name(s) | [ ]  |
| Contact details | [ ]  |
| Address | **[ ]**  |
| Age | [ ]  |
| Employment information | [ ]  |
| Students’ academic details | [ ]  |
| Other | [ ]  |
| If other, please specify: |       |

|  |  |
| --- | --- |
| I confirm that my company has a contract in place with the School which confirms that they have read and agreed to the School’s Privacy Notice. | [ ]  |
| I agree to only use the data requested for the purposes and reasons outlined above, and to not pass the requested information on to any third party, other than the one(s) named above. | [ ]  |
| I confirm that I am aware of, and have read and understood the School’s Data Protection Policy | [ ]  |

**Name**

**Signature**

**Date of data request**

**FOR HR USE ONLY:**

Date Received:

|  |  |  |
| --- | --- | --- |
| Does this request relate to any sensitive data which requires further authorisation from the Principal/Bursar? | Yes[ ]  | No [ ]  |
| If yes, the date on which the request was forwarded on: |       |

**Name**

**Signature**