

Individual Rights request form

You should complete the following form if you want to exercise an individual right afforded under the Data Protection Act 2018. Requests should be sent to:

The Head Teacher / Data Protection Lead
Heathfield Community College
Cade St
Heathfield
East Sussex
TN21 8RJ

Email: DataProtection@heathfieldcc.co.uk

The individual rights available are summarised below;

- **Right of access** - Individuals have the right to access their personal data. In order to exercise this right, please complete our SAR form. This can be found on our Data Protection website page [here](#).
- **Right to rectification** - Individuals have the right to have inaccurate personal data amended.
- **Rights to erasure** - Individuals can request that their personal data is deleted where there is no justification for its continued use.
- **Right to restrict processing** - In the following circumstances an individual can request a temporary restriction of processing activities:
 - whilst the school is establishing the accuracy of data an individual has contested
 - whilst the school is following up any objection raised by an individual
 - when data has been processed unlawfully but the individual wants the school to restrict the processing of it, rather than erase it
 - when the individual needs it in connection with a legal claim
- **Right to object** - Individuals have the right to object to their information being processed in the following circumstances:

- If the school has decided processing is necessary either to perform a task in the public interest, as part of its authority, or, as a legitimate interest, and the individual feels this is not applicable.
- If an individual believes there are insufficient grounds for the school to retain information in defence or potential defence of a legal claim.
- If their data is being used for direct marketing purposes.
- If their data is being used for research purposes that do not outweigh the individual's right to privacy.

*Please fill out the following sections as instructed.

1) Data subject's details (the person that the data is about)

Full name:	
Date of birth:	
Address:	
Phone number:	
Email address:	
Year group (if a pupil at the school) OR job role (if a previous or current employee):	

2) Are you the data subject (the person that the data is about)?

YES: I am the data subject

NO: I am acting on behalf of the data subject.

3) Requestor details (the person making the request) - ONLY complete this if you are not the person that the data is about

Full name:	
Address:	

Phone number:	
Email address:	
Relationship to the data subject:	

4) Individual Right

Please note you can only select one individual right per form.

This request refers to my right:

- to rectification (*I want to correct information about me*)
- to erasure (*I want to delete data about me*)
- to restrict processing (*I want the college to stop using my data in a specific way*)
- to object (*I want to complain about the way in which my data is being used*)

5) Details of request

(Please provide specific details to help us deal with your request - e.g. type of data, date ranges, where you believe it may be held, and what you are intending to do with the data when you receive it).