Since May 2018, you have been able to make various decisions about your personal data or, if the data is for your child, his or her personal data. This form can be used to access your personal data as well as to exercise your rights. In brief, the rights are as follows:

- The right of access to your data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.
- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
- Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
- Direct marketing.
- Processing for scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling.

Further guidance and advice can be obtained from the ICO's website https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

Please complete this form and send it to: admin@clapham-manor.co.uk

The school's privacy notices can be found via the following link at the end of the page: https://clapham-manor-primary-school.secure-primarysite.net/data-protection/

NAME OF SCHOOL:
NAME OF DATA SUBJECT:
ADDRESS:
CONTACT DETAILS:
RIGHT(S) YOU ARE SEEKING TO EXERCISE:
EXPLANATION/DETAIL OF REQUEST(S) – *please provide as much information as possible as to why you are seeking to exercise your right, what personal data it involves and how you would like the situation remedied.*
SIGNATURE OF DATA SUBJECT (or his/her parent or guardian if the data is for your child): *By signing below you confirm that you are the individual named above (the data subject) or are his/her parent or guardian with authority to exercise the data subject's rights. We may need you to provide ID before we are able to comply with this request.* *You agree to indemnify us for all losses, costs and expenses if you are not the data subject or are not lawfully able to exercise the data subject's rights.* SIGNED: DATE: