

# ST IVES SCHOOL OF PAINTING

Back Road West

St Ives. TR26 1NG

[sar@schoolofpainting.co.uk](mailto:sar@schoolofpainting.co.uk)

[www.schoolofpainting.co.uk](http://www.schoolofpainting.co.uk)

## Subject Access Requests

Under data protection legislation, an individual has the right to access the information that an organisation holds about them. Accessing personal data in this way is known as making a subject access request. (Subject Access Requests are different to Freedom of Information Requests, which apply only to public authorities).

You are entitled:

- to be informed whether your personal data is being processed by St Ives School of Painting
- to be sent a copy of your personal data, subject to any applicable exemptions and the removal of other people's personal data as appropriate
- to be sent certain information about your personal data

Your subject access request to St Ives School of Painting may be submitted in whatever format you wish (verbally or in writing, including via social media) but we have created a standard Subject Access Request Form below for your convenience, which may be completed and emailed to [sar@schoolofpainting.co.uk](mailto:sar@schoolofpainting.co.uk) or sent in the post to the address above, for the attention of the Head of Operations. Using the form will help us to verify your identity and give a timely and accurate response to your request **within one month** of it being received. There is normally no charge to make a subject access request.

If, on receipt of our response, you consider that St Ives School of Painting has not dealt correctly with your request, please email [sar@schoolofpainting.co.uk](mailto:sar@schoolofpainting.co.uk). If you are still not satisfied, you should contact the Information Commissioner's Office.

<https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>

Updated January 2021

We care about your data, please read our [Privacy Notice](#) to see how we look after it.

## SUBJECT ACCESS REQUEST FORM

It is not mandatory to use this form, but it will help us to give a timely and accurate response to your subject access request under the UK General Data Protection Regulation and Data Protection Act 2018. Please complete the table below and return the form by post to the Head of Operations, St Ives School of Painting, Back Road West, St Ives TR26 1NG or email [sar@schoolofpainting.co.uk](mailto:sar@schoolofpainting.co.uk)

Date	
Title	
Surname	
Forename(s)	
Address	
Email address	
Telephone Number	
Preferred response format (post or email)	
Other name(s) by which you have been known (if applicable)	
Relationship to the School of Painting e.g student, employee, supplier	
We may need proof of your ID. If we do, we will ask you to send it. e.g. photocopy/scan of one form of photo ID	
Description of your request, including:  - information to help us locate the personal data you seek  -a comprehensive list of what personal data you want to access, based on what you need;  -any details, relevant dates, or search criteria that will help the school identify what you want.	

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