

## **Request form for access to information Estyn holds about you**

You can make a right of access request using the form below. Please make sure to provide all of the information mentioned in the form so that we can process your request.

If you are not satisfied with our decision, you can ask us to review it. You should send your review request to the Feedback and Complaints Manager, explaining why you think the information should be provided to you, within one month of the date on our reply to your request.

You can also:

- apply to the court alleging a failure to comply with the right of access provisions of the General Data Protection Regulation 2016
- write to the Information Commissioner

The Information Commissioner could:

- assessment whether we have complied with the 2016 Regulation or not
- issue enforcement proceedings if we appear to have contravened one of the data protection principles
- recommend that you apply to court alleging a failure to comply with a right of access provision of the 2016 Regulation

**This form is also available in Welsh.**

**OFFICIAL-PERSONAL (once completed)**



Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru  
Her Majesty's Inspectorate for Education and Training in Wales

**Right of access request form for non-staff members**

**Section 1 – About you**

**Please use block capitals**

<b>Title</b>	
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<b>Surname/family name</b>	
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<b>First name(s)</b>	
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<b>Former name(s)</b>	
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**Email:**

**Daytime phone number:**

**OFFICIAL-PERSONAL (Once completed)**

**Section 2 – Information held on our systems**

Please state the type of personal information that you are requesting a copy of by ticking or completing the boxes below:

**Employee record**

**Details of persons working under contract, partnership agreement or other similar arrangement**

**Details of personal information captured during inspections**

**Details of personal information captured during survey work or other research**

**Personal data gathered as part of our procedures for handling complaints and appeals**

**Other (please explain)**

Please give us more details about the personal data or information that you are requesting:

<b>The name of the place where the inspection/survey/complaint took place:</b>
<b>The date of the inspection/survey/complaint:</b>
<b>Details of the contract or other agreement:</b>
<b>A description of the record that you are requesting a copy of:</b>

**OFFICIAL-PERSONAL (Once completed)**

**Section 3 – Proof of Identity**

To help confirm your identity, you must provide at least two forms of official documentation that show your name, current address, date of birth and signature.

<b>Acceptable forms of identification</b>	<b>Please indicate below the types of identification you have sent</b>
Driving licence or passport*	
Medical card	
Birth/adoption certificate	
Recent Utility bill	

\*your driving licence or passport is essential to confirm your date of birth and signature. Photocopies are acceptable.

**Failure to provide proof of your identity will delay your application.**

<p><b>Declaration</b> (to be signed by the applicant) The information that I have supplied in this application is correct and I am the person it relates to.</p> <p>Signed by.....</p> <p>Date.....</p>
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Please send this form to:

**RESTRICTED**

**Information Officer - GDPR**

<p>Estyn Anchor Court Keen Road Cardiff CF24 5JW</p> <p><a href="mailto:enquiries@estyn.gov.wales">enquiries@estyn.gov.wales</a></p>
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We recommend sending this form and your documentation through a tracked service. We will return your documentation to you as quickly as possible.

A copy of the information that you have asked for may be returned to you separately.

## **OFFICIAL-PERSONAL (Once completed)**

### **More Information**

These notes are only a guide. You can get independent advice about GDPR and access to information from:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)