

# SUBJECT ACCESS REQUEST FORM

Dear Westcountry Schools Trust

Please could you provide me with the information requested below that I am entitled to receive under the General Data Protection Regulation and Data Protection Act 2018. I require this information so that I can verify the lawfulness of the information that you are processing.

My personal contact details and the list of information that I require from you are as follows:

<b>Requesters Name</b>	
<b>Address</b>	
<b>E-mail address</b>	
<b>Phone number</b>	
<b>Data Subjects Name (Students Name)</b>	
<b>Data Subject Date of Birth</b>	
<b>Location/school attending or attended/employer</b>	
<b>Specific details of information requested</b> <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible. ie Attendance records/behaviour records/correspondence.</i>	
<b>Date period to be covered</b>	

I am aware that if I am requesting this information as a parent/carer of the data subject, I can only request this information before my child's 16<sup>th</sup> birthday after which time this request is invalid and the data subject will have to make the request themselves.

I agree to you contacting me using the above contact details to verify my authority to make this request and to clarify any of the information I have requested if necessary.

This Subject Access Request is required to be completed by you within one month of receipt of this document.

**Signed:** .....

**Date:** .....