

Subject Access Request Form

You are entitled to receive a copy of any personal data the Trust holds about you under the General Data Protection Regulation. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will provide you with the information within one calendar month of the receipt of this form and the relevant identification documents.

1. Details of person requesting the information

Full name	
Address	
Contact number	
Email address	

2. Are you the data subject?

Please tick the appropriate box.

<input type="checkbox"/>	Yes: I am the data subject
<input type="checkbox"/>	No: I am acting on behalf of the data subject. Enclosed is the data subject's own written authority and proof of the data subjects identity and my own identity

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- Proof of Identity e.g. Passport, photo driving licence.
- Proof of Address e.g. utility bill, bank statement, credit card statement

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

3. Details of the data subject if different for above

Full name	
Address	

Contact number	
Email address	

4. What information do you require

Please describe the information you require. The more detail you provide the easier it will be to search for the relevant information.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information.

5. Declaration

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Chulmleigh Academy Trust is true. I understand that it is necessary for Chulmleigh Academy Trust to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed	
Date	

To ensure that the process commences immediately, please complete the form and send it with your scanned proof of ID to email to CAT-SAR@chulmleigh.devon.sch.uk

Alternatively, download the form and complete it and return it with your scanned proof of ID to The Data Protection Officer, Chulmleigh Community College, Beacon Lane, Chulmleigh EX18 7AA.