

Subject Access Request form (GDPR compliant)

Notes for completion:

You should complete this form to make a subject access request, which means you are asking the School to confirm to you that it processes your personal data, and to obtain access to that data. The process to deal with a subject access request is contained within our Data Subject Access Policy and is as required by General Data Protection Regulation (GDPR).

Personal details	
Your name:	
Employee/Student (delete as applicable)	
Department/Tutor Group	
Contact Telephone number:	
Contact Email address:	
Home address:	
Information sought	
Please use the space below to describe, in as much detail as possible, the information you wish to have access to. If appropriate, please include any dates relevant to the information sought.	
Employee/Student/Parent or Carer declaration	
I confirm that I am the <i>employee/student/parent/carer</i> (delete as applicable) <i>named above/of the above named</i> (delete as applicable) and the information requested above is in relation to <i>me/them</i> (delete as applicable). I understand that I may be required to provide evidence to verify my identity/I understand that in the event of the student being over 13 parental consent to this request will have to be obtained to release the data.	
Your signature:	
Date:	