**Westcountry Schools Trust**

**Subject Access Request**

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:

|  |  |
| --- | --- |
| **Requesters Name** |  |
| **Address** |  |
| **e-mail address** |  |
| **Phone number** |  |
| **Data Subjects Name (Students Name)** |  |
| **Data Subject Date of Birth** |  |
| **Location / school attending or attended / employer** |  |
| **Specific details of information requested**  *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* |  |
| **Date period to be covered** |  |

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 16th 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.