

Subject Access Request Information

The Diocese of Ely Multi-Academy Trust (DEMAT) has created a template form to support your Subject Access Request, to help make your request clear and as per your rights under the General Data Protection Regulation. Please complete with the information you require by overtyping or deleting the pre-filled boxes.

Once completed, please email it directly to the Data Protection Officer, via DPO@DEMAT.org.uk.

We will accept requests in other formats, but by using this form it will help us to locate the specific information that you wish to access and provide a timely response to you.

We have created this template using [guidance from the ICO](#), and their [template form](#). If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk.

Data Protection Officer
Diocese of Ely Multi-Academy Trust
Grace Building
8 High Street
ELY
CB7 4JU

Dear Data Protection Officer

Subject Access Request (SAR)

Please provide me with the information regarding *me/my child* to which I am entitled under the General Data Protection Regulation. This is so I can be aware of the information you are processing about *me/my child* and verify the lawfulness of the processing.

Full Name:	Name of subject for whom SAR is required if not yourself:
Relationship with the Trust/school (please select): Pupil/parent/employee/governor/Trustee/volunteer/other	Other (please specify):
Correspondence address: As per GDPR recommendations, the preferred communication method is by electronic means, eg email: therefore we will respond by email where an email address is provided	
Contact number:	
Email address:	
Details of the information requested: <i>Insert details of the specific information you require, which will help us to locate the information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none"> • <i>Your personnel file</i> • <i>Your child's medical records</i> • <i>Your child's behaviour record, held by [insert class teacher]</i> • <i>Emails between 'A' and 'B' between [dates]</i> 	Please provide me with:

Here is further information to help with my request:

If you need any more information from me, please let me know as soon as possible.

I understand that under GDPR you cannot charge a fee to provide this information, unless it meets specific criteria, and in most cases, must supply me with the information within 1 month.

Yours sincerely

Name

Date of request