

SUBJECT ACCESS REQUEST FORM (SAR)

Personal information collected from you on this form is required to enable your request to be appropriately processed and this personal information will only be used in connection with processing this SAR. This form is only to be used when making application for access to personal data held by The Northworthy Trust.

School: _____

Details of the person who's information has been requested:

Full Name: _____ **Former Name:** _____

Address: _____

Contact No: _____ **Date of Birth:** _____

Are you the Data Subject? (tick box that applies)

I AM the Data Subject (adults and ex-students to enclose evidence of identity e.g. photocopy of driving license, birth certificate, passport, marriage certificate.)

I am NOT the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose evidence of my identity e.g. photocopy of birth certificate, passport, driving license, marriage certificate)

Data you would like information on (tick box(es) that apply)

Date From: _____ **Date To:** _____

Attendance **Behaviour** **Achievement**

Exclusions **Interventions** **Initiatives**

Assessment **SEN** **Medical Events**

Other (please state): _____

Please note that if there is a Safeguarding or Child Protection concern, then some data may not be provided.

Declaration: I declare that the information given by me is, to the best of my knowledge correct and that I am entitled to apply for access to the information referred to above, under the terms of the Data Protection Act 1998.

Signed: _____

Date: _____

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Once The Northworthy Trust has received a SAR Form, this should be actioned within 30 working days. In exceptional circumstances, where it is not possible to comply within this period, you will be informed of the delay and given a timescale for when your request is likely to be met.

In certain circumstances, the Data Protection Act 1998 permits the Trust to withhold information, for example information likely to cause serious harm to the physical or mental health or condition of you, or any other person, or causes a child protection or safeguarding concern.

Where to send your request:

Mrs Jayne Stone, DPO, The Northworthy Trust, The Long Eaton School, Thoresby Road, Long Eaton, Nottingham, NG10 3NP

(For Office Use only)

_____	Date SAR Received
_____	Date DPO Received
_____	Date DPO sent to _____ (School Staff)
_____	Date Received at Academy
_____	Date Information Completed

Collection of SAR Information:

I acknowledge receipt of my SAR and accept responsibility for the information obtained once collected.

Signed: _____

Date: _____