

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 Subjects Date of Birth	
Location/school attending or attended/ employer	
Specific details of information requested <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible.</i> <i>i.e. Attendance records/behaviour records/ documents</i>	
Date period to be covered	

If you are requesting this information as a parent/carer of the data subject, and they are over the age of 12, Under UK GDPR legislation the right of access held about a child is the child's right rather than anyone else's even if the right is exercised by those that have parental responsibility, (in some cases this could be under the age of 12 if we have a reasonable bases to do so) then the school/trust are required to ensure that they have appropriate authorisation from the child to provide you with any information requested.

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.

Signed:-

Date:-