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# ico_master_blue_rgb_Subject Access Request (SAR) Template

This form is based on the Information Commissioner’s Office template SAR.

Note that this is a template only, the Trust will accept SAR’s in other forms, this template is designed to improve the Trust’s response and ensure that we have all of the information we require in order to support your request.

Dear Mr. D. Clay (Data Protection Officer, Hadrian Learning Trust.

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

Here is the necessary information:

|  |  |
| --- | --- |
| My name: |  |
| Relationship with the school: | *Please select:**Pupil / parent / carer/ employee / governor / volunteer* *Other (please specify):*  |
| Correspondence address: |  |
| Contact number: |  |
| Email address: |  |
| Details of the information requested: | Please provide me with:*Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:**My personnel file / My child’s medical records / My child’s behaviour record, held by [insert class teacher]* |

If you need any more information from me, please let me know as soon as possible. Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

Yours sincerely,