



**Subject Access Request Form**  
**(For Parents/Carers)**

The General Data Protection Register (GDPR) provides the data subject (or parent/carer if acting on behalf of a pupil) to receive a copy of the data /information The Mat holds about the data subject. This is subject to certain exemptions and limitations.

Please complete this form if you wish to make a request to view data and forward to The Mat's Data Protection Officer (DPO). Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity and parental responsibility.

Please note that an extension of up to one month can be granted if a school closure period is scheduled to occur during the initial one calendar month response time.

We request scanned documents as proof of identity and parental responsibility. Original documents should not be sent or handed in to school.

The DPO can be contacted at:

Karen Greenhalgh  
St Chad's CE Primary School  
Rhodes Avenue  
Uppermill  
OL3 6EE

**Section 1**

<b>Requester Details</b>	
Title	
Full Name	
Address	
Daytime Contact Number	
Email Address	

## Section 2

<b>Data Subject's details (Person whose information you are requesting)</b>	
School Name	
Full Name	
Address	
Date of Birth	
Class	

## Section 3

Evidence of identity of Requester

*e.g. driving licence, passport*

Yes	
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No	
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Evidence of confirmation of Parental Responsibility

Yes	
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No	
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## Section 4

Details of Data being Requested

Identifying specific areas, and reasons, for data requests will ensure a more expedient response. Where it is unclear what data is being sought the DPO will contact the Requester by telephone, writing or email to ascertain additional information.

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**Section 5**

**Declaration**

I \_\_\_\_\_ (parent/carer)

Request that Sola Fide C of E Multi Academy Trust provide the data described above about

\_\_\_\_\_ (child's name)

**Signed:**