

# Subject access request form

December 2023

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 Diverse  
Academies

## Subject access request form

You can use this form to request access to the personal information held by the trust/academy about you or as a parent/carer about your child(ren). If you are requesting information about your child(ren), **we will generally seek consent directly from a student/pupil where it is deemed that they would understand the information being requested, why it is being requested and what the requester will be using the information for.** Whilst UK GDPR does not set an age-related limit, as a trust we deem this to be from year 9 (12/13 year olds) however we recognise that in certain circumstances this may not be appropriate and therefore we may seek consent from an individual with parental responsibility. *Please see the authority at the end of this form.*

Under the UK General Data Protection Regulation (UK GDPR) data subjects have a right to be told whether the trust/academy – or someone else on the academy's behalf – is processing your personal data and, if so, to be given a description of:

- the personal data held;
- the purposes for which that personal data is being processed;
- those to whom that personal data is being or may be disclosed.

The regulations [Right of access | ICO](#) state that organisations have one calendar month to respond to a subject access request (SAR) and we will always endeavour to comply with this. Where that is not possible, for whatever reason, we will keep you informed. During school closures (e.g. holidays), we may require an extension as staff may not be on site to complete the request within the timescale but we will deal with it as soon as the academy re-opens and will keep you informed of when you will receive the information.

## Section one – your details

Surname:	
First name(s):	
Address:	
Phone:	
Email:	
What is the name of the academy:	
If the information relates to a student at the academy please provide the name and age of the student/s about whose personal data you are requiring:	
Do you have parental responsibility for the student who is the 'data subject'. If the answer is no please provide justification for your request.	

Please ensure you enclose proof of your identity – such as a photocopy of your passport, driving licence, birth certificate or utility bill. Please provide a description of the data you are requesting in the box below. You may continue overleaf if needed. You should describe the information you need as clearly as possible: it is not sufficient to ask for 'everything about me'. If your request is too broad or unclear, we may need to ask you to be more specific.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the data they are requesting. The box is currently blank.

**Section two – declaration**

I am the enquirer named in section one of this form and request that

..... Academy (insert name of the academy to which this relates)  
provide me with a copy of the personal data held for the Data Subject. I enclose proof of my  
identity.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Subject reference request – consent by student**

Name .....

DOB .....

Address .....

.....

.....

**Please sign as appropriate:**

I consent to the release of my personal data/information as requested to:

..... (insert name)

Relationship to you.....

The academy will advise ..... (insert name) of the date information is available to collect from the academy.

Please provide contact details (mobile number/email or postal address)

.....

Signed ..... (student)

Date .....

**OR**

I request that the personal data/information as requested by .....(insert name) be released only to me. The academy will advise you of the date information is available to collect from the academy.

.....(student name) will be required to sign to acknowledge receipt of the information.

Signed ..... (student)

Date: .....

Please send the completed form to the data protection team at the specific academy who holds your data.

OR

Data protection officer: [gdpr@diverseacademies.org.uk](mailto:gdpr@diverseacademies.org.uk)

Diverse Academies Trust  
Old Hall Drive  
Retford  
Notts DN22 7EA