

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/ correspondence</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, and 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:-