



## Subject Access Request Form

### Notes for completion:

You should complete this form to make a subject access request, which means you are asking the Trust to confirm to you that it processes your personal data, and to obtain access to that data. The process to deal with a subject access request is contained with this General Data Protection Regulation (GDPR). Please send this form to [gdpr@schoolpro.uk](mailto:gdpr@schoolpro.uk)

<b>Personal details</b>	
Your name:	
Your employee number:	
School:	
Telephone number:	
Email address:	
Home address:	
<b>Information sought</b>	
Please use the space below to describe, in as much detail as possible, the information you wish to have access to. If appropriate, please include any dates relevant to the information sought.	
<b>Employee declaration</b>	
I confirm that I am the employee named above and the information requested above is in relation to me. I understand that I may be required to provide evidence to verify my identity.	
Your signature:	
Date:	