



Subject Access Request Form



The General Data Protection Register (GDPR) provides the data subject to receive a copy of the data/information The Sanctuary 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 your data and forward to The MaAT'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.

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. Original documents should not be sent or handed in to The Sanctuary.

The DPO can be contacted at:

The Sanctuary Teaching School
St Chad's CE Primary School
Rhodes Avenue
Uppermill
Oldham
OL3 6HW

Section 1

Requester Details	
Title	
Full Name	
Address	
Day Time Contact Number	
Email Address	

Section 3

Evidence of Identity of Requester

e.g. driving licence, passport

Yes	<input type="checkbox"/>
------------	--------------------------

No	<input type="checkbox"/>
-----------	--------------------------

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.

--

Additional information

Section 5

Declaration

I (print name)

request that The Sanctuary, within Sola Fide C of E Multi Academy Trust provide the data described above

Signed: