



Subject Access Request

Name: Mr / Mrs / Miss / Ms <small>(Delete as appropriate)</small>		
Relationship with the school:	<input type="checkbox"/> Pupil <input type="checkbox"/> Governor <input type="checkbox"/> Parent <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Other (please specify):	
Correspondence address:		
Contact number:		
Email address:		
Details of the 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>	
Signed:	Print name:	Date:

If the Academy requires any further information to process your request, you will be notified as soon as possible. In most cases the information requested will be supplied within 28 days.

If you have further questions or need any advice on your request, you can contact the Academy on 01922 721 071 ext.241 or the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

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Admin. use only.

Date of Request: Recorded by:

Date Completed: Completed by: