

## Subject Access Request Form

Please complete the attached form and submit it to the schools named individual responsible for GDPR – a complete list of which can be found here:

<https://www.embracemat.org/gdpr>

### Data Subject (person who information is about)

|                                       |  |
|---------------------------------------|--|
| Title                                 |  |
| Name                                  |  |
| Date of Birth                         |  |
| Year group (if child or young person) |  |

### Person making the request

|  |  |
|--|--|
| Name   |  |
| Date of Birth  |  |
| Address  |  |
| Email Address  |  |
| Contact phone no   |  |
| Identification Evidence Provided (if required )<br>Passport<br>Driving licence Or<br>two forms of<br>Utility bill within last 3 months<br>Bank statement of last three months<br>Council Tax bill<br>Rent book |  |

### Status of person making request

|  |  |
|--|--|
| Parent or person with Parental Responsibility                                    |  |
| Are you acting on their written authority (please provide a copy of the consent) |  |
| If not the parent or with PR, what is your role?                                 |  |

**Details of Data Requested**

**Declaration**

I, ....., hereby request that **Embrace Multi Academy Trust** provide the data requested about me.

Signature:

Dated:

I, ....., hereby request that **Embrace Multi Academy Trust** provide the data requested about .....(insert child's name) on the basis of the authority that I have provided.

Signature:

Dated:

