

SUBJECT ACCESS REQUEST FORM FOR STUDENTS

The GDPR provides individuals with the right to request a copy of their personal data held about them. Please complete this form if you wish to access your data. If the information you are requesting about yourself contains details of another person or third party we may have to gain their consent before disclosing the information. Parents/guardians are permitted to request for their child's data only until the age of 12.

Surname:	Forename:
I am the Data Subject (the person the information is about) <input type="checkbox"/>	
I am acting on behalf of the Data Subject: <input type="checkbox"/>	
If you are seeking information on behalf of someone who is unable to act for themselves or if you have been appointed to request access to their records, you must explain your relationship, what information you require and why it is required. Please note that the information relating to someone else will not be disclosed without the data subject's written consent or an appropriate Court Order/Power of Attorney. Please attach the appropriate evidence to this form.	
Name of third party requesting the data (if applicable): _____	

I wish to have access to the data the Trust has about me in the following categories:	Please tick as appropriate
Academic marks or course work details	<input type="checkbox"/>
Academic references	<input type="checkbox"/>
Health and medical matters	<input type="checkbox"/>
Any statements of opinion about my/my child's abilities or performance	<input type="checkbox"/>
Personal details including name, address, date of birth etc.	<input type="checkbox"/>
Other information (please list below): _____ _____ _____	

Once we receive your request we have 30 calendar days to process it. Should the request be complex or numerous, we may extend the date by a further two months. If this is the case, you will be notified within one month of the receipt of the request.

Name	Date
Signature	

Proof of Identity:

Future Academies needs to protect any of its data subjects (individuals, staff, and pupils) from disclosure of personal data to unauthorized third parties. Because a Subject Access Request discloses all the data Future Academies would hold, and the sensitive nature of said data, Future Academies need to ensure that your identity has been verified before proceeding with a Subject Access Request concerning a pupil.

The Data Protection Officer will ask you for **ONE** piece of ID, or copy of piece of ID if that is more agreeable to you, such as:

- Driving License
- Passport
- ID card
- Household bill stating your name

This piece of ID will not be kept on file.

Please send the completed form and piece of ID to:

Aurelie Stutz: Aurelie.Stutz@futureacademies.org

Aurelie Stutz
Data Protection Officer
Pimlico Academy
Lupus Street
London SW1V 3AT