

drb Ignite Multi Academy Trust

SUBJECT ACCESS REQUEST (RECORD)

1. DATA SUBJECT DETAILS:

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>																
Surname																					
First name(s)																					
Current address																					
Telephone number:	Please provide preferred number																				
Home																					
Work																					
Mobile																					
Email address																					
Date of birth																					
Details of two forms of *identification provided to confirm name of data subject:	<p>Please tick which two forms of ID you have provided:</p> <table border="1"> <thead> <tr> <th>Forms of ID</th> <th>Tick</th> </tr> </thead> <tbody> <tr> <td>Passport</td> <td></td> </tr> <tr> <td>Driving license</td> <td></td> </tr> <tr> <td>Birth certificate</td> <td></td> </tr> <tr> <td>Utility bill (from last 3 months)</td> <td></td> </tr> <tr> <td>Current vehicle registration document</td> <td></td> </tr> <tr> <td>Bank statement (from last 3 months)</td> <td></td> </tr> <tr> <td>Rent book (from last 3 months).</td> <td></td> </tr> </tbody> </table> <p><i>*The above must be original documents.</i></p>					Forms of ID	Tick	Passport		Driving license		Birth certificate		Utility bill (from last 3 months)		Current vehicle registration document		Bank statement (from last 3 months)		Rent book (from last 3 months).	
Forms of ID	Tick																				
Passport																					
Driving license																					
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Utility bill (from last 3 months)																					
Current vehicle registration document																					
Bank statement (from last 3 months)																					
Rent book (from last 3 months).																					
Details of data requested:	<p>Please provide me with:</p> <p><i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i></p> <ul style="list-style-type: none"> • Your personnel file • Your child's medical records • Your child's behavior record, held by [insert class teacher] <p><i>Emails between 'A' and 'B' between [date]</i></p>																				

1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their written or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)	

Please enclose proof that you are legally authorised to obtain this information. (For example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.)					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:	Please provide preferred number				
Home					
Work					
Mobile					
Email address					

2. DECLARATION

If you are the Data Subject:

I,, the undersigned and the person identified in (1) above, hereby request that drb Ignite Academy Trust provide me with the data about me identified above.	
Signature:	Date:

If you are not the Data Subject:

I,, the undersigned and the person identified in (1.1) above, hereby request that drb Ignite Academy Trust provide me with the data about the data subject identified in (1) above.	
Signature:	Date:


This form must immediately be forwarded to drb Ignite Trust’s Data Protection Officer (Alvin Walters): dpo@drbignitemat.co.uk.

Document Control

The Trust’s Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available on the Trust website and is published 25/2/2019.

This procedure was approved by the Chief Executive Officer (CEO) and is issued on a version-controlled basis under his signature.

Name	Signature	Date
Robert Bowater		25/2/2019

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Richard Martin	2/5/2018
1.1	Details of data requested text updated	Richard Martin	25/5/2018
2	Review	Robert Bowater	25/2/19