

**OMEGA MULTI-ACADEMY TRUST SUBJECT ACCESS REQUEST**

**Name of Academy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Details of the information requested under the General Data Protection Regulation (GDPR):

|  |  |
| --- | --- |
| **Name of person making the SAR** |  |
| **Child(ren) name(s) concerned** | *If applicable*  *Form/DOB/UPN* |
| **Relationship with the school** | *Please select:*  *Pupil / parent / employee / governor / volunteer*  *Other (please specify):* |
| **Information requested/sent** | * *Personnel file* * *Child’s specific records* * *Emails (content, date, parties between)* |
| **Date you requested the information** |  |
| **Date the information was supplied** | *This must be within one month of the above date* |
| **Format we supplied the information** | *For example, encrypted USB stick accompanying this letter* |

Completed by:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_