



Subject Access Request (SAR) Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to **confirm your identity** if any of your details provided differ from those we have.

Proof of identity:

Before we can disclose personal data you may be required to provide proof of your identity, if this is the case we will contact you. If requested, proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Retention Period:

This request will be kept on file for a 12-month period at which point it will be securely destroyed. We keep this information to assess if this request or any subsequent requests are manifestly unfounded, repetitive or excessive. Upon confirming your identity, any documents relating to your identity will be securely destroyed and a note made on this form.

Section 1 – Data Subject

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title:	
Surname:	
Forename(s)	
Date of Birth:	
Address:	
Postcode:	
Email Address:	
School (if applicable):	

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Section 2 – Information Requested

Please tell us what information or records you would like to use to disclose. Please be as specific as possible. We reserve the right to ask for clarification if the initial request is broad in nature.

Details:
Employment Records <input type="checkbox"/>
If you are now, or have been employed by St Thérèse of Lisieux Catholic Multi Academy Trust and are seeking personal information in relation to your employment, please provide details of your dates of employment.

Section 3 – Authorised Person

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title:	
Surname:	
Forename(s)	
Date of Birth:	
Address:	
Postcode:	

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Email Address:	
Daytime Telephone Number:	
What is your relationship to the data subject? (e.g. Parent/Carer, Legal Representative)	
I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:	
Letter of authority <input type="checkbox"/>	Lasting or Enduring Power of Attorney <input type="checkbox"/>
Evidence of parental responsibility <input type="checkbox"/>	Other (give details): <input type="checkbox"/>

Section 4 – Declaration

Data Subject	
I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that St Thérèse of Lisieux Catholic Multi Academy Trust is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.	
Name:	
Signature:	Date:

OR

Authorised Person – Declaration (if applicable):	
I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that St Thérèse of Lisieux Catholic Multi Academy Trust is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.	
Name:	

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Signature:	Date:
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<p>I wish to:</p> <p>Receive the information in electronic format <input type="checkbox"/> (if files are too large to do so, other arrangements will be made)</p> <p>Receive the information by post* <input type="checkbox"/></p> <p>Collect the information in person <input type="checkbox"/></p> <p>*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.</p>
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Please send your completed form and proof of identity to:

Data Protection Officer, Tamer Hodgson
 St Thérèse of Lisieux Catholic Multi Academy Trust
 Suite 4, The Lawn,
 Union Road, Lincoln
 LNI 3BU

OR

Tamer.Hodgson@stl-cmat.org.uk

For Office Use Only

Date received	
Proof of Identity Required	
Proof of Identity Received & Date	
Additional Information Requested	
Date SAR Sent	
Identity Documents Destroyed on	

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Company Number: 07973953
Registered Office Address: Suite 4, The Lawn, Union Road, Lincoln, LN1 3BU
Telephone: 01522 849620