
Hull Collaborative Academy Trust Form for submitting subject access requests

Should individuals wish to make a subject access request they may wish to use this form as per their rights under the General Data Protection Regulation.

Paper copies are available from the school office, or from the HCAT website.

Ask individuals to hand their completed form in to the school office, which can then be passed directly to your data protection officer or email it directly to the data protection officer.

dpo@hcat.org.uk

HCAT will still accept requests in other formats.

The form is based on [guidance from the ICO](#), and their [template form](#).

01/01/2018

**To the Hull Collaborative Academy Trust
Data Protection Officer**

Re: subject access request

Dear Mr Horne

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
<p>Details of the information requested</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> <p><i>Your personnel file</i></p> <p><i>Your child's medical records</i></p> <p><i>Your child's behavior record, held by [insert class teacher]</i></p> <p><i>Emails between 'A' and 'B' between [date]</i></p>	Please provide me with:

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely,