



Subject Access Request Form

The Lionheart Academies Trust

1. Overview

- 1.1 The General Data Protection Regulations (GDPR) 2018 provides you, the data subject, or someone you authorise on your behalf, with a right to request a copy of the data/information we hold about you.
- 1.2 This request is known as a subject access request. In order to initiate a subject access request please complete the following form and return it to us along with proof of your identity.
- 1.3 If you are acting on behalf of someone else you will need to provide proof of your identity along with proof of authority to act on behalf of the data subject.
- 1.4 Once you submit a subject access request to the Lionheart Academies Trust, we will verify the information that you have submitted and will then respond to you within 20 working days.

2. Requesting Information

- 2.1 The completed form and all accompanying documents should be sent to:

Lionheart Academies Trust,
C/O Beauchamp College,
Ridge Way,
Oadby
LE2 5TP

Telephone: 0116 2729100

E-mail: DPO@lionhearttrust.org.uk

3. Paying for Information

- 3.1 There is no charge for accessing this data

4. Subject Access Request Form

1. Data Subject Details
Title:
First Name(s):
Surname:
Date of Birth:
Address:
Post Code:
Day Time Telephone Number:
Capacity in which we hold the data (Staff or Student):

2. Applicants Details (if different from above)
Title:
First Name(s):
Surname:
Date of Birth:
Address:
Post Code:
Day Time Telephone Number:
Relationship to Data Subject:

3. Proof of Identity
I enclose the following documents to support my application:
Birth Certificate <input type="checkbox"/>
Driving Licence <input type="checkbox"/>
Passport <input type="checkbox"/>
Authority To Act <input type="checkbox"/>

4. Personal Information
Please tell us in the box below which documents you would like to request, e.g. individual documents, current school file, transition documents etc. If your request is relating to staff personnel records please indicate your staff number.

5. Information Delivery

Please indicate how you wish to review the data (please select one)

- Receive information via post
- Collect the information in person
- View a copy of the information only
- Receive a copy of the information electronically

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.

6a. Data Subject Declaration

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 the Lionheart Academies 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:

6b. Authorised Person Declaration

I confirm that I am legally authorised to act on behalf of the data subject. I understand that the Lionheart Academies 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.

Warning: Unlawfully obtaining or attempting to obtain data is a criminal offence

Name:

Signature:

Date:

DPO USE ONLY:

SAR REF:

SAR RESPONSE DATE: