

Ankermoor Academy

Dosthill Academy

Glascote Academy

Violet Way Academy



Individuals have the right to request access to the information we hold about them. If you want to make a subject access request, please download and complete the Subject Access Request form below.

Please email the completed Subject Access Request to the Data Protection Officer – Mrs. Linda Webster
Email: DPO@fierte.org

As part of our GDPR obligations we will:

- Provide the information **free of charge**
- Comply within **1 month of the request.**
- Provide the information in a commonly used electronic format.



Academy: Ankermoor /Dosthill /Glascote /Violet Way (*highlight relevant academy*)

Re: subject access request

Dear Mrs. Webster,

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 trust/academy	Please select: Parent/ carer / employee / trustee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested <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> <ul style="list-style-type: none">• Your personnel file• Your child's medical records• Your child's behavior record, held by [insert class teacher] <i>Emails between 'A' and 'B' between [date]</i>	Please supply me with:

Yours sincerely,

Name:

Date:

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.