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**APPLICATION FOR SUBJECT ACCESS**

Data Subject’s Name: ………………………………………………………………………………….

Address: …………………………………………………………………………………………………

…………………………………………………………… Postcode: ………………………….

Previous address if you have moved since your details were given to Exceed Academies Trust:

……………………………………………………………………………………………………

…………………………………………………………… Postcode: ………………………….

Your name if you are not the Data Subject: …………………………………………………………

Your Address: …………………………………………………………………………………………..

…………………………………………………………… Postcode: …………………………..

**NB** - You will need written authorisation from the Data Subject before this application can be processed.

Please state what information you require and the reasons why Exceed Academies Trust would have personal information about the Data Subject in its files. Details of any reference number e.g. payroll, pass type and number and any specific information which will assist us to process your application:

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Signature: …………………………………………………. Date: ……………………………….

Signature: …………………………………………………. Date: ……………………………….

*Please return this form to the Trust Data Protection Officer.*

**Guidance for Applicant**

To enable your request for access to be processed promptly, please complete this form, providing as much information as you can.

You will be asked to provide satisfactory proof of identity and address e.g. driving licence, passport, recent correspondence addressed to you.

If you are requesting access on behalf of another individual, you will be required to provide written authorisation from the Data Subject. Any data found will be sent to the Data Subject.

For office use only

**To be completed by the person receiving this application**

Date form received on: …………………………… at …………………………………….. (location)

By: ………………………………………………………. Dept: ………………………………………..

Identification submitted by applicant: ………………………………………... (type of identification)

Reference number of identification: ………………………………………….

Form referred to: ……………………………………….. Dept: ……………………………………….

Date: ……………………………………

Data Protection Officer Informed Date: ………………………………………

Request type:

1. Public.

2. Employees/Ex-Employees.

3. Suppliers/ and Communications contractors/operators.

4. Pupils.

**For all the above requests, please send to the Trust Data Protection Officer in the first instance as all requests need to be centrally logged.**