

Jason Hampton,  
Data Protection Officer,  
Derby Diocesan Academy Trust,  
Derby Church House  
Full Street  
Derby  
DE1 3DR

Date: \_\_\_\_\_

Dear Jason,

### Re: Subject Access Request

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation and the Data Protection Act 2018. 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:** \_\_\_\_\_

**DDAT School or Trust** (a list of schools within the trust can be found at <https://ddat.org.uk/our-academies>).

Please confirm which DDAT school or trust your SAR relates to:

**Relationship with the school. Please select:**

Pupil / parent / employee / governor / volunteer / Other (please specify): \_\_\_\_\_

**Correspondence address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact number:**

\_\_\_\_\_

**Email address:**

\_\_\_\_\_

### Details of the information requested

*Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:*

- *Your personnel file*
- *Your child's behavior record, held by [insert class teacher]*
- *Emails between 'A' and 'B' between [date]*

---

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 and the Data Protection Act 2018 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](http://www.ico.org.uk)

Yours sincerely,