

Data Protection Officer,
Derby Diocesan Academy Trust,
Top Floor,
Unit 3 Endcliffe Mount,
Deepdale Business Park,
Ashford Road,
Bakewell,
DE45 1GT

Date: _____

FAO DDAT DPO,

Re: Subject Access Request

Please provide me with the information about me that I am entitled to under the UK 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]

