

The Harmony Trust

Data Amendment Request (SAR) Form



Details of Person Completing the Request

Your Full Name		Is The Request About ...	You	
Your Address			A Child	
			Someone Else	
Your Telephone Number		Are You Therefore	Staff Member	
Your Mobile Number			Parent	
Your E-mail Address			Child / Pupil	
Date Form Completed			Other	

Details of Person The Request Refers To (If Different From Above)

Their Full Name	
Their Full Address	
Their Home Telephone Number	
Their Mobile Number	
Their E-mail Address	
Date Form Completed	

Your Request

<p>What Records Do You Wish To Have Amended ?</p> <p>(Please Give As Much Detail As Possible) (*)</p>	
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Please Continue On A Seperate Sheet If Necessary

Your Request (Continued)

Why Do You Wish To Have These Records Amended?				
Is This Request Related To A Previous SAR ? (**)	Yes		If Yes, Please Give Details	
	No			

(*) You must give as much detail as possible - this includes which documents, what pages, which lines, which comments - every single change you want must be stated

(**) If your amendment request is related to a previous Subject Access Request (SAR) please let us know what date it was requested, who it was requested by and who it related to.

Please note that any request not providing the information requested here MAY have an impact on our ability to consider the request within the recommended timescales.

Finally

By signing and submitting this form you confirm that (a) you are the person named above (b) that you have the legal rights to request these amendments and (c) you accept that The Harmony Trust has the legal right to check any of the details given before proceeding with the request.

Please Print Your Name	
Please Sign Your Name	
Date	

Once completed, this form should be either (a) handed into one of the Trust's schools marked for the attention of The Data Protection Officer or (b) posted to Illuminate Learning Ltd, 93 Lexton Drive, Southport, Merseyside, PR9 8QN.

The Data Protection Act 2018 (GDPR) requires us to respond to your request within 30 days, but does allow us to extend by up to a further 60 days if necessary. You will be duly notified of any issues or delays.