

The Harmony Trust

Subject Access 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	
What Records Do You Wish To Review ?	

Continued Overleaf ...

Your Request (Continued)

Why Do You Wish To View These Records ?				
How Would Like To View The Records ?	Review The Records In School (*)		Receive A Copy of the Records (**)	
Is This Request Related To A Current Issue ? (***)	Yes		If Yes, Please Give Details	
	No			

(*) This will be arranged at a mutually convenient time. A member of staff will be in attendance to assist you and answer any questions you may have.

(**) You will receive a copied set of records. Please note however that (a) these may be redacted in line with the GDPR and (b) we may make a charge if the request is excessive, unfounded or vexatious.

(***) It is essential that you outline any issues that this request may be related to e.g. SEN concerns, exclusions, disciplinary or possible (or actual) legal action.

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 this SAR 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.