

SAR Request

The General Data Protection Regulations (GDPR) 2018 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide proof of your identity. Your request will be processed within 30 calendar days upon receipt of a request and proof of identity.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

*We do not charge a fee for access to this data, however we **may** charge a fee for unfounded, excessive or repetitive requests for providing further copies of information already made available.*

Section 1: Details of the person requesting information

Title: Mr Mrs Ms Miss Other	
Surname/Family name:	
First name (s)/Forenames:	
Date of Birth	
Address	
Postcode	
Previous address	
Postcode	
If (former) student – T/V number (if known) & applicable	
Day Time Telephone Number (s)	

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

1) Proof of Identity

Passport, photo driving licence, national identity card, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Section 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

YES: I am the data subject. I enclose proof of my identity (see above).

(please go to section 4)

€ NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see above).

(please go to section 3)

Section 3

Details of the data subject *(if different from section 1)*

Title: Mr Mrs Ms Miss Other	
Surname/Family name:	
First name (s)/Forenames:	
Date of Birth	
Address	
Postcode	
Previous address	
Postcode	
If (former) student – T/V number (if known) & applicable	
Day Time Telephone Number (s)	

Section 4: What information are you seeking?

Please describe the information you are seeking. Provide any relevant details you think will help us to identify the information you require, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant. If you are now, or have been employed by The Pinnacle Learning Trust and are seeking personal information in relation to your employment, please provide details of your Staff number/ Dates of employment

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Section 7: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to The Pinnacle Learning Trust is true. I understand that it is necessary for The Pinnacle Learning Trust to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date

Documents which must accompany this application:

Evidence of your identity (see section 2)

Evidence of the data subject's identity (if different from above)

Authorisation from the data subject to act on their behalf (if applicable)

Correcting Information

If after you have received the information you have requested you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

then you should notify our Data Protection Officer at once.

Please send your completed form and proof of identity to:

Data Protection Officer

The Pinnacle Learning Trust, c/o Oldham Sixth Form College

Union Street West

Oldham, OL8 1XU

dataprotection@pinnaclelearningtrust.org.uk