

Subject Access Request Information

DEMAT has created a template form to support your Subject Access Request, to help make your request clear and as per your rights under the General Data Protection Regulation. Please complete with the information you require by overtyping or deleting the pre-filled boxes.

Once completed, please email it directly to the Data Protection Officer, via DPO@DEMAT.org.uk.

We will accept requests in other formats, but by using this form it will help us to locate the information / specific information that you wish to access and provide a timely response to you.

We have created this using [guidance from the ICO](#), and their [template form](#).

Data Protection Officer
 DEMAT
 Grace Building
 8 High Street
 Ely
 CB7 4JY

Re: subject access request

Dear Data Protection Officer

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me and verify the lawfulness of the processing.

Full Name:	Name of SAR required for:
Relationship with the trust/school	Please select: Pupil / parent / employee / governor / trustee / volunteer Other (please specify):
Correspondence address (as per GDPR recommendations the preferred communication is by electronic methods eg email, therefore, we will respond by email where an email address is provided):	
Contact number:	
Email address:	
Details of the information requested	Please provide me with: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none"> • Your personnel file • Your child's medical records

The Diocese of Ely Multi Academy Trust (DEMAT)
 Grace Building, 8 High Street, Ely, Cambridgeshire. CB7 4JU Tel: 01353 656760
 Company registration number: 08464996

	<ul style="list-style-type: none">• <i>Your child's behavior record, held by [insert class teacher]</i>• <i>Emails between 'A' and 'B' between [date]</i>
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Here is the necessary information:

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, unless it meets specific criteria, 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

Yours sincerely,

Insert your name