

**Ankermoor Academy**

**Dosthill Academy**

**Glascote Academy**

**Violet Way Academy**



Individuals have the right to request access to the information we hold about them. If you want to make a subject access request, please download and complete the Subject Access Request form below.

Please email the completed Subject Access Request to the Data Protection Officer – Mrs. Linda Webster  
Email: [DPO@fierte.org](mailto:DPO@fierte.org)

As part of our GDPR obligations we will:

- Provide the information **free of charge**
- Comply within **1 month of the request**.
- Provide the information in a commonly used electronic format.



**Academy:** Ankermoor /Dosthill /Glascote /Violet Way (*highlight relevant academy*)

**Re: subject access request**

Dear Mrs. Webster,

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.

Here is the necessary information:

<b>Name</b>	
<b>Relationship with the trust/academy</b>	Please select: Parent/ carer / employee / trustee / governor / volunteer  Other (please specify):
<b>Correspondence address</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Details of the information requested</b> <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"><li>• Your personnel file</li><li>• Your child's medical records</li><li>• Your child's behavior record, held by [insert class teacher]</li></ul> <i>Emails between 'A' and 'B' between [date]</i>	Please supply me with:

Yours sincerely,

Name:

Date:

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, 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](http://www.ico.org.uk).