

# The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

*First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.*

By.....

**Working Together**

**Sustaining Excellence**

**Transforming Learning**

## Subject Access Request Form



**Rutland Learning Trust and our academies are committed to working effectively to provide a secure environment to protect data that we hold and store. Whilst there is a statutory duty that is important, the fact that we store data about individuals means that we are responsible for your data and we take that very seriously.**

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

### Data Subject (person who information is about)

Title	
Name	
Date of Birth	
Year group (if child or young person)	

### Person making the request

Name	
Date of Birth	
Address	
Email Address	
Contact phone no	

Identification Evidence Provided (if required ) Passport Driving licence Or two forms of Utility bill within last 3 months Bank statement of last three months Council Tax bill Rent book	
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**Status of person making request**

Parent or person with Parental Responsibility	
Are you acting on their written authority (please provide a copy of the consent)	
If not the parent or with PR, what is your role?	

**Details of Data Requested**

**Declaration**

I, ....., hereby request that The Rutland Learning Trust provide the data requested about me.

Signature:

Dated:

I, ....., hereby request that The Rutland Learning Trust provide the data requested about .....(insert child's name) on the basis of the authority that I have provided.

Signature:

Dated: