



## **Subject Access Request Form**

### **Lionheart Educational Trust**

#### **1. Overview**

- 1.1 The UK General Data Protection Regulations (UK GDPR) provides you, the data subject, or someone you authorise on your behalf, with a right to request a copy of the data/information we hold about you.
- 1.2 This request is known as a subject access request. In order to initiate a subject access request please complete the following form and return it to us along with proof of your identity for verification purpose. Once your identity has been checked the copy of your ID will be destroyed.
- 1.3 If you are acting on behalf of someone else you will need to provide proof of your identity along with proof of authority to act on behalf of the data subject.
- 1.4 Once you submit a subject access request to the Lionheart Educational Trust, we will verify the information that you have submitted and will then respond to you within one calendar month.

#### **2. Requesting Information**

- 2.1 The completed form and all accompanying documents should be sent to:

Lionheart Educational Trust,  
C/O Beauchamp City Sixth Form,  
South Albion Street,  
Leicester  
LE1 6JL

Telephone: 0116 2729148

E-mail: [DPO@lionhearttrust.org.uk](mailto:DPO@lionhearttrust.org.uk)

#### **3. Paying for Information**

- 3.1 Please note: there are no set fees for subject access requests. However, if the Lionheart Educational Trust deems it to be excessive or manifestly unfounded, there will be a reasonable fee to cover the administrative costs of complying with the request or the request may be refused. There is also an ability to charge a reasonable fee if an individual requests further copies of data.



#### 4. Subject Access Request Form

1. Data Subject Details
Title:
First Name(s):
Surname:
Date of Birth:
Address:
Post Code:
Email Address:
Day Time Telephone Number:
Capacity in which we hold the data (Staff or Student):
Location of data (school name):

2. Applicants Details (if different from above)
Title:
First Name(s):
Surname:
Date of Birth:
Address:
Post Code:
Email Address:
Day Time Telephone Number:
Relationship to Data Subject:

3. Proof of Identity
I enclose the following documents to support my application:
Birth Certificate <input type="checkbox"/>
Driving Licence <input type="checkbox"/>
Passport <input type="checkbox"/>
Authority To Act <input type="checkbox"/>



<b>4. Personal Information</b>	
Please provide a full description of the records or information you are requesting access to. If your request is relating to staff personnel records please indicate your staff number.	
<b>5. Information Delivery</b>	
Please indicate how you wish to review the data (please select one)	
Receive a copy of the information electronically	<input type="checkbox"/>
View a copy of the information only	<input type="checkbox"/>
Collect the information in person	<input type="checkbox"/>
Receive printed information via post	<input type="checkbox"/>
Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.	

<b>6a. Data Subject Declaration</b>	
I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that the Lionheart Educational Trust is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.	
Name:	
Signature:	
Date:	

<b>6b. Authorised Person Declaration</b>	
I confirm that I am legally authorised to act on behalf of the data subject. I understand that the Lionheart Educational Trust is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. <b>Warning:</b> Unlawfully obtaining or attempting to obtain data is a criminal offence	
Name:	
Signature:	
Date:	
<u>DPO USE ONLY:</u> SAR REF:	SAR RESPONSE DATE:

The Trust will process the information provided for the purposes of responding to your request, and will only share the information with those it is legally entitled to. The information will be retained in accordance with Trust’s retention policy and will be disposed of in a secure manner.