



ATHENA
LEARNING TRUST

Athena Learning Trust Trust-wide Subject Access Request Form

Review

Reviewed on: 31st October 2022

Reviewed by: Board

Review Period: 3 years





ATHENA
LEARNING TRUST

You should complete this form if you want us to supply you with a copy of any personal data we hold about you or your child. You are entitled to receive this information under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (2018).

We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

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.



ATHENA
LEARNING TRUST

SECTION 1: Details of the person requesting information

Full name:	
Address:	
Contact telephone number:	
Email address:	



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 below).
- NO:** I am acting on behalf of the data subject (e.g. a child for whom I am the parent/guardian/carer). I have enclosed proof of my own identity (see below).

To ensure we are releasing data to the right person we need confirmation as to your identity. This can be done in one of two ways:-

1. **Confirmation of your identity from two members of staff**, one of whom must be a member of the Academy Leadership Team.

Identity verification – to be completed by the school

- 1) **Name of staff member:** _____
- Signature:** _____
- Date of verification:** _____
- 2) **Name of SLT member:** _____
- Signature:** _____
- Date of verification:** _____

Alternatively, please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

2. **Proof of Identity**

Passport, photo driving licence, national identity card.

3. **Proof of Address**

Utility bill, bank statement, credit card statement (no more than 6 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.



ATHENA
LEARNING TRUST

SECTION 3: Details of the data subject (only if different from section 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	

Identity verified by school

Name of staff member: _____

Signature: _____

Date of verification: _____



ATHENA
LEARNING TRUST

SECTION 4: What information are you seeking?

On the form overleaf, please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

In order for us to best action your request, it is important to make it as specific as possible, including names and dates if applicable.

Details of information requested

What format do you require the response in?

- PAPER:** The trust/academy office should contact me to arrange collection. I confirm I will bring photographic identification to confirm my identity on collection.



ATHENA
LEARNING TRUST

- ELECTRONIC:** The trust/academy office should contact me to arrange for an email response to be sent.

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.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the Data Protection Act, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or, in accordance with Article 12 of the General Data Protection Regulation, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.



ATHENA
LEARNING TRUST

SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

SECTION 6: 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 is true.

Signed: _____

Print name: _____

Date: _____

Please ensure the requirements for confirmation of your identity have been met and you have authorisation from the data subject to act on their behalf (if applicable).

Please return the completed form to the academy office (if it is a request to an individual academy) or the trust IT manager (if the request is to Athena Learning Trust).

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 (DPO) at once. The DPO can be contacted by email: dataservices@judicium.com