



## General Data Protection Regulation Subject Access Request

<b>Please Enter Full Name :</b>
<b>Address :</b>
<b>How were you known to school (e.g. parent/carer, student, staff, other)</b>
<b>What information do you want :</b>

St Ambrose Barlow conform to GDPR Legislation and will aim to provide information requested within 30 calendar days.

In exceptional circumstances where this time limit is unmanageable this may be extended to a maximum of 3 months. If this is the case you will be notified as soon as this situation becomes apparent.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Contact email address:** \_\_\_\_\_

**Contact telephone number:** \_\_\_\_\_

**Date :** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

We are collecting this data to allow us to process your Subject Access Request. We will store this data on our systems in order to allow us to do this. As required under the GDPR, we will keep a log of all subject access requests received and the identity details used to submit and authenticate them, along with a record of the outcome of the request.

For Office Use Only				
Date received	By whom (print name)		Date Entered on Log	By Whom (print name)
/ /			/ /	
			<b>SAR Log number:</b>	