

## Subject Access Request

Thomas Deacon Education Trust  
Queen's Gardens  
Peterborough  
PE1 2UW

### Re: subject access request

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 Academy</b>	Please select: Pupil / parent / employee / 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 provide me with:

Once completed pass this form to Richard Valler – Data Protection Officer for Thomas Deacon Education Trust