



The Charter Schools Educational Trust

Transforming lives through the power of inclusive education

Subject Access Request Form

If you wish to make a request for personal data under Data Protection legislation please complete the form below to enable us to meet your request. The form is not mandatory; however, it will help us to respond to your request as quickly as possible. The school will endeavour to respond to your request within one calendar month. We may extend this time if the request is complex, however we will inform you of this within one month of receipt of the request, together with the reason(s) for delay.

The form can be submitted to the school via e-mail to the DPO on svarcoe@tcset.org.uk or via post to:

S Varcoe, The Charter Schools Educational Trust, Red Post Hill, London SE24 9JH

Your name:			
Email Address:			
Postal Address:			
Telephone Number:			
Are you the data subject?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, please add the name of the data subject:
Your relationship to the Data Subject, or state not applicable:			
If you are requesting data on behalf of a child, please note that we may consult with the child if we believe that they have the capacity to understand this request.			
Do you want a copy of some personal data?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, please select another option below:
Information about processing <input type="checkbox"/>	Correction of data <input type="checkbox"/>	Erasure of data <input type="checkbox"/>	Objection to/restrict use of data. <input type="checkbox"/>

If Yes, what data? Please describe below and provide as much detail as possible to aid us in our search.

Have you enclosed/attached a copy of your photo ID and one other form of ID?

Yes

No

Please sign:

Date: