



SUBJECT ACCESS REQUEST FORM

Your Rights:

Under the General Data Protection Regulation (GDPR), you have the right to request the personal data we may hold about you. This is known as a Subject Access Request ("SAR") and under the GDRP a data subject (You) has the right to know what data we hold and what we do with your information.

In order for us to provide you with what you are looking for, we would ask that you complete this form and return it to us by post or email.

If sending by post, please use the following address:

Online Security and Support Manager
Unit 6 Fields End Business Park
Thurnscoe
South Yorkshire
S71 1NP

If sending by Email, please use the following address: dataprotection@cornerstoneseducation.co.uk. Please write "Data Subject Access Request" in the subject field of the email.

Please note that before providing this information we will need to verify your identity, to ensure we are disclosing this information to the appropriate person.

About you:

Data Subjects Full Name:	
Current address:	
Contact numbers:	
Email address:	
Date of request made:	
Verification of identity:	<i>Please provide 2 forms of ID (one of which to be photo ID)</i>

About your request:

To help us find the information you require, please outline what information you are looking for from us. (e.g. "copies of correspondence between X and Y") It is important that we have as much detail as possible, as without this information we may not be able to comply with your request.

Declaration:

I confirm that I am the Data Subject and enclosed the required proof of ID.

Signature:

Print name:

We will make every effort to process your SAR as quickly as possible within one month.

If you have any queries regarding your request please do not hesitate to contact us dataprotection@cornerstoneseducation.co.uk and we will help all we can.