

Subject Access Request (SAR) Form

[CLICK HERE](#) to access an online version of this form.

Ask for copies of your personal information

You have the right to ask for copies of the personal information we hold about you. This is called a **Subject Access Request (SAR)**. You do not have to use this form to make a request, but it helps us understand what information you need so we can respond as quickly and accurately as possible.

Submitting your request: Email your request to the Trust's Data Protection Officer to dpo@abbeytrust.org or post it to: *Subject Access Requests, Abbey MAT, Moyes Centre, Bishops Way, Seacroft, Leeds, LS14 6NU.*

What happens next?: We may contact you if we need clarification or further information. We will respond without undue delay and normally within **one month** of the start of the relevant time period. The relevant time period begins once we have received all the information we need to process your request (for example proof of identity or authority to act). If the request is complex, we may take up to three months and will let you know if more time is needed and why.

Section 1: Your details

Please provide your contact details so we can respond and contact you if we need to

Full name	
Email address	
Contact number	
Home address	

Section 2: Details of the person you are requesting information for

If you are acting for someone else, please provide their details

Full name	
Your relationship to them	
Email address	
Contact number	
Home address	

Authority to act
<i>If you are making this request for someone else, we may need evidence that you have permission or legal authority to act for them (for example written consent). Please provide details below. Please note we may not be able to begin processing your request until this information is received.</i>

Section 3: What information are you requesting?

Please tell us what personal information you are looking for. Being specific helps us respond more quickly.

Describe your request
<i>Please describe the information you would like to receive. Try to be as clear and specific as possible about what you are looking for, including the type of information, where it may be held, or who it relates to. This helps us identify and provide the information you need more quickly.</i>
Date range (if known)
<i>If you know the dates relevant to your request, please tell us the time period you would like us to search. This could include specific dates or an approximate date range, which will help us identify the correct information more quickly.</i>
Further information to help us locate the information
<i>Please include any additional information that may help us locate the information you are requesting. This might include previous names or aliases, date of birth, staff or pupil number, year group or school attended, or any relevant reference numbers. Providing as much detail as possible will help us respond more quickly and accurately.</i>

How would you like us to respond to your request?
<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Other (please specify below)
<i>If you need any adjustments (for example large print), please tell us:</i>

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