Transforming Learning Group
Subject Access Request Form

Important Information

Transforming Learning Group: turn IT on / School ICT / Vital York / SBM Services (uk) Ltd / Locker Technology Ltd / GDPR Sentry/ SalamanderSoft / EduFin collects, holds, and processes certain personal data about our employees, customers and business contacts ('data subjects'). As a data subject, you have a legal right, under UK Data Protection Legislation (including the UK GDPR and any successor legislation) to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under UK Data Protection Legislation including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

Please complete the required information overleaf and return it to us by email **or** by post addressed to:
Steve Baines – Data Protection Officer
Email: Steve.Baines@transforming-learning.co.uk
Post: Turn IT on: Unit 1F, Network Point, Range Road, Witney Oxfordshire, OX29 0YN / SICTS: The Courtyard, Swillington Lane, Swillington, Leeds, LS26 8BZ

You do not have to use this form and may instead write to us using the same contact details.

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

We will respond to all subject access requests within one month of receipt and will aim to provide all required information to you within the same period. If we require further proof of ID, or if your request is unusually complicated, we may require more time and will inform you accordingly.

If you are making a subject access request on someone else's behalf, please contact Steve Baines – Data Protection Officer at Email: Steve.Baines@transforming-learning.co.uk **before** making your request.

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Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	
If you are a current or former employee of [ORGANIZATION], please provide your employee identification number and your approximate dates of employment:	
Please provide other unique identifiers or related information to help us locate your personal data (for example, government identification number or customer account number):	

Information Being Requested

To help us process your request quickly and efficiently, in the box below please provide as much details as possible (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

By completing this form, you are making a subject access request under UK Data Protection Legislation for personal data collected, processed, and held about you by us that you are entitled to receive.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me").

Declaration

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form**. You warrant that you are the individual named and will fully indemnify Transforming Learning Group: turn IT on / Schools ICT / Vital York / SBM Services (uk) Ltd / Locker Technology Ltd / GDPR Sentry/SalamanderSoft for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal data from anyone else, including members of your family.

Name:	
Signature:	
Date:	