



Date:

Caroline Harrison  
Data Protection Officer  
Pickwick Academy Trust  
Pound Pill  
Corsham  
Wiltshire SN13 9YW

Dear Caroline,

**Re: Subject Access Request**

Please provide me with the information detailed below. I am requesting this information under the General Data Protection Regulation.

I am aware that the preferred method for Pickwick Academy Trust to receive and respond to this Subject Access Request is by email to Caroline Harrison, the Data Protection Officer for Pickwick Academy Trust at: [dpo@pickwickacademytrust.co.uk](mailto:dpo@pickwickacademytrust.co.uk)

Name of requestor:	
Name of individual the request relates to (if applicable):	
Date of Request:	
Relationship with the school:	Please select: Pupil / parent / employee / governor / volunteer  Other (please specify):
Correspondence address of requestor:	
Contact number of requestor :	
Email address of requestor:	
Details of the information requested: <i>Please insert details opposite of the information you would like us to provide you with that will help us to locate the specific information. Please be as precise as</i>	Please provide me with:

<i>possible.</i>	
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I am aware that the Data Protection Officer is required to respond to this request within 30 days of receipt. Further advice on how to complete this request along with other useful information can be found through the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely,

Signature