

## Achievement Through Collaboration Trust Subject Access Request Form

If you wish to make a request for personal data under the 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 Trust 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 the delay.

The form can be submitted to AtC via email to [jgoy@atctrust.org.uk](mailto:jgoy@atctrust.org.uk) or by posting to:  
DPO, Achievement Through Collaboration Trust, Witton Park CLC, Buncer Lane, Blackburn, BB2 6TD

Your name:		Email or postal address (whichever is your preferred contact method):	
Phone number: (Option - used to contact you about request)			
Are you the Data Subject?	Yes / No	If no, add the name of the Data Subject:	
Your relationship to the Data Subject, or state Not Applicable			
Do you want a copy of some personal data	Yes / No	If no, please select another option:	Information about processing / Correction of data / Erasure of data / Restrict use of data
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?		Yes / No	
Please sign:			
Date:			