[Place school logo here   
before supplying the   
document to the school]

**Subject Access Requests**

Log of requests (required for annual audit processes)

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| School Name | [Insert Full School Name] |
| ICO Registration Number | [Insert ICO Registration Number] |

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| School supported by: | **GDPR DPO Service** provided by The ICT Service  [**dpo@theictservice.org.uk**](mailto:dpo@theictservice.org.uk) | **0300 300 3000**  [**www.theictservice.org.uk/gdpr-dpo-service**](http://www.theictservice.org.uk/gdpr-dpo-service)  Training available upon request |

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| **Date** | **Phase One** | | | | **Correspondence detailing when data will be ready (date)** | **Phase Two** | | | |
| **Name of Data Subject** | **Pupil, Parent, Staff Member,**  **Governor / Other** | **Initial Acknowledgement sent (date)** | **Any concerns** | **Extension required (Yes /No)** | **Compilation / Redaction Complete**  **(date)** | **Successful Collection (Yes/No)** | **Feedback** |
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