

**PERSONAL DATA PROTECTION ACT 2010 [ACT 709]  
PERSONAL DATA ACCESS REQUEST FORM**

The following information is required to help us to provide you a timely and accurate response to your Personal Data Access Request pursuant to Act 709.

Full Name of Data Subject or Relevant Person	
Relevant Person's Relationship with Data Subject	
Address	
Mobile Number	
Email Address	
Please provide details of the information you require from THE ONE ACADEMY:	

**DECLARATION:** I am the Data Subject/Relevant Person named above and hereby request, under the provisions of Sections 12 and 30 of the Personal Data Protection Act 2010 [ACT 709], that The One Academy provide me with a copy of the personal data held about me as specified above. I understand that there may be a charge for this service and that The One Academy will contact me to request payment. I also note that The One Academy will respond within the time stipulated under Act 709 after receipt of payment from me and will notify me of a data and time to collect a copy of the documents personally.

Signature.....

Date.....