**GDPR: Subject Access Request (SAR) Form**

**Part A: Data Subject’s Details (person whose information you are requesting)**

|  |  |
| --- | --- |
| **Title:** |  |
| **Full Name:** |  |
| **Date of Birth:** |  |
| **Address:** |  |
| **Year Group (if pupil at school)** |  |

**Part B: Requestor Details**

|  |  |
| --- | --- |
| **Title:** |  |
| **Full Name:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Evidence of Identity (e.g. passport, driving license):** | Evidence Provided? Yes / No  Details: |
| **Status of Requestor:** | Data Subject: Yes / No  Parent or person with parental responsibility: Yes / No  Other: Yes / No  If you have selected ‘yes’ for ‘Other’, please outline your role here: |

**Part C: Details of Subject Access Request**

|  |  |
| --- | --- |
| **Details of Data Being Requested:** |  |

**Part D: Declaration**

**Please complete Option 1 or Option 2, as is relevant:**

**Option 1**

I , …………………………………………………………………………….(Insert your name), hereby request that

…………………………………………… (Insert School/Academy name) provide the data requested about me.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option 2**

I , ……………………………………………………………………………(insert your name), hereby request that

……………………………………………. (insert name of School/Academy) provides the data requested about

……………………………………………………………………………. (insert child’s name) on the basis of the authority that I have.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to the Administrative Office of your school/academy marked: **‘URGENT – SAR’**