



Subject Access Request (SAR) Form

Data subject (individual who the information is about)

Title	
Name	
Date of birth	
Year group (if child or young person)	

Individual making the request

Name	
Date of birth	
Address	
Email address	
Contact phone number	
Identification evidence provided (if required) Valid identification includes: • passport driving licence • two forms of utility bill within last 3 months • bank statement of last three months • council tax bill • rent book	

Status of individual making the request

Parent/carer with parent responsibility (PR)	
Are you acting on their written authority (please provide a copy of the consent)	
Date of birth	
If not the parent or with PR, what is your role?	

Details of data requested (please be specific in your request in order that it can be processed effectively)

Declaration – complete the correct declaration option as appropriate

Either,

I,, hereby request that **Portway Infant School** provides the data requested about me.

Signature:

Dated:

Or,

I,, hereby request that **Portway Infant School** provides the data requested about (*child's name*) on the basis of the authority that I have provided.

Signature:

Dated: