# SAR request form

**Data Subject (person who information is about)**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Date of Birth |  |
| Year group (if child or youngperson) |  |

**Person making the request**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Address |  |
| Email Address |  |
| Contact phone no |  |
|  |  |
| Identification Evidence Provided (if required )Passport Driving licence Or two forms ofUtility bill within last 3 months Bank statement of last three monthsCouncil Tax billRent book |  |

**Status of person making request**

|  |  |
| --- | --- |
| Parent or person with ParentalResponsibility |  |
| Are you acting on their written authority (please provide a copyof the consent) |  |
| If not the parent or with PR,what is your role? |  |

**Details of Data Requested**

**Declaration**

I, …………………………………………………….., hereby request that Sparkenhoe Primary School provide the data requested about me.

Signature: Dated:

I, …………………………………………………….., hereby request that Sparkenhoe Primary School provide the data requested about

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

Signature: Dated: