

# 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 of pupil and**  **which academy/ establishment** |  |

# Part B: Requestor Details

|  |  |
| --- | --- |
| **Title:** |  |
| **Full Name:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Evidence of Identity (for example, passport, driving licence):** | 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 Option i

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby request that

the Alpha Academies Trust provide the data requested about me.

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

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

# Option ii

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , hereby request that

The Alpha Academies Trust provide the data about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (insert

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

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

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