



SUBJECT ACCESS REQUEST FORM

School Name - - **SUBJECT ACCESS REQUEST FORM (SAR)**

1. Details of the data subject

Title (Mr. Mrs. Ms. Other)	
Surname	
First Name(s)	
Date of Birth	
Address (No./Street)	
Address (Town/City)	
Post Code	
Telephone Number	
Email	

2. Are you the data subject? **Please Circle**

YES If you **are** the Data Subject, please go to question 5.

NO Are you acting on behalf of the Data Subject with their written authority? If so, please provide evidence that you are legally authorised to obtain this information, for example, a letter of authority.

3. Details of the person requesting the information (if **not** the **data subject**)

Title (Mr. Mrs. Ms. Other)	
Surname	
First Name(S)	
Address (No/Street)	
Address (Town/City)	
Post Code	
Telephone Number	
Email	

4. Please state your relationship with the data subject that leads you to make this request for information on their behalf, for example, parent, legal guardian, solicitor.

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5. Please help us to narrow down your request by informing us which parts of *The School* might hold information on you or the data subject. Please tick from the list below the service that you require us to conduct a search on:

<input type="checkbox"/> Academic Records	<input type="checkbox"/> Employment history
<input type="checkbox"/> Attendance	<input type="checkbox"/> Payroll records
<input type="checkbox"/> Discipline	<input type="checkbox"/> HR
<input type="checkbox"/> Health services	<input type="checkbox"/> Pupil services
<input type="checkbox"/> Fees & payments	<input type="checkbox"/> Alumni
<input type="checkbox"/> Library	<input type="checkbox"/> CCTV
<input type="checkbox"/> Sports and activities	<input type="checkbox"/> Entrance & applications
<input type="checkbox"/> Other, please specify below	

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6. Documents needed before we can process this application:

- a. Evidence of data subject's identity; Proof of identity and address is required to ensure that we only give information to the correct person, for example, a valid photo ID driving licence or passport **and** a recent utility bill, bank statement or council tax bill (no photocopies please) showing your name and address. Copies will be destroyed/deleted after response to SAR. To be provided either *in person/photocopy/scanned copy*.

- b. Evidence of the data subject's consent, for example, form of authority (if you are making the request on behalf of another).
 - c. Confirmation of identity may be made by staff using appropriate methods. For example telephoning a known/records telephone number.
7. Please read the following declaration carefully, then sign, and date it.

I _____, certify that the information supplied to *The School* on this application form is true. I understand that it is necessary for the school to confirm my/data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: _____

Date: _____

Please bring your completed form (along with evidence of identity, address and SAR form for office use only) to:

The School, School Road, Town, POST CODE

Subject Access Request Form – FOR OFFICE USE ONLY:

Check that the completed form is legible and you are satisfied with the applicant's identity. Then complete the section below accordingly:

1. Date received: _____ Information must be provided without delay and at the latest within one month of receipt.

2. Subject access request form checked and is legible:

Yes Applicant Name: _____

3. Is the subject a child?

Yes Even if a child is too young to understand the implications of subject access rights, data about them is still their personal data. It is the child who has a right of access to the information held about them, though these rights are likely to be exercised by those with parental responsibility for them.

4. You must verify the identity of the person making the request, using 'reasonable means'. e.g. passport or driving licence and verification of address for response.

Original Identification documents returned or copies destroyed: please tick, as appropriate

Proof of Identity (tick one of the option below)	Proof of Address (tick one of the option below)
<input type="checkbox"/> Passport	<input type="checkbox"/> Bank Statement
<input type="checkbox"/> Photo ID Driving Licence	<input type="checkbox"/> Utility Bill
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Council Tax Bill
<input type="checkbox"/> Other, please specify below	<input type="checkbox"/> Other, please specify below

5. Fee for manifestly unfounded or excessive request to be paid – Payment instructions given to the applicant?

Yes Attach evidence of how the conclusion that the request is manifestly unfounded or excessive was reached.

6. Method of payment

Cash Cheque Postal Order

7. Consent from the Data Subject (If applicant is **not** the data subject)

Yes

Officer's Full Name: _____

Officer's Signature: _____

Date: _____

Attach this to the Subject Access Request Form and leave in the appropriate tray for collection by the Information Management Team

Information must be provided without delay and at the latest within **one month** of receipt.

What information is an individual entitled to?

Subject access is most often used by individuals who want to see a copy of the information an organisation holds about them. However, subject access goes further than this and an individual is entitled to be:

- a. Told whether any personal data is being processed;
- b. Given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- c. Given a copy of the personal data;
- d. given details of the source of the data (where this is available).

Subject access provides a right for the requester to see their own personal data, rather than a right to see copies of documents that contain their personal data. Often, the easiest way to provide the relevant information is to supply copies of original documents, but you are not obliged to do this.

[Relevant provisions in the GDPR - see Articles 12 and 15 and Recital 63](#)