

**SAR request form**

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

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

**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 of  Utility bill within last 3 months Bank statement of last three months  Council Tax bill Rent book | **For Office Use:** |

**Status of person making request**

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

**Details of Data Requested**

**Declaration: Please use one of the following:**

I, , hereby request that Anthony Gell School provide the data requested about me.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR:**

I, , hereby request that Anthony Gell School provide the data requested about ………………………………………………..(insert child’s name) on the basis of the authority that I have provided.

Signature: Dated: