

# Subject Access Request (SAR) Form

This form is provided to help **governors, trustees (directors) and volunteers** make a Subject Access Request (SAR).

Please read our guidance before submitting your request [SAR Guidance - Governors, Trustees and Volunteers](#)

You are not required to use this form but completing it will help the Academy/Trust respond efficiently. In any event all requests must be handed in to or sent to, the school office using the contact email on their website, in the first instance. This can also be found in the SAR Procedure guidance on the school website.

## Your information:

We may require you to provide evidence of your identification. Where this is the case, we will contact you as soon as possible. Your request will be placed on hold until we receive suitable verification.

**Full name:**

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**Address:**

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**Postcode:**

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**Email address:**

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**Telephone number (optional):**

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## Who is the information request about?

☐ My own personal data

## Authority to act on behalf of an individual

Where you are acting on behalf of another person, we may need to seek their consent. Where consent is necessary, your request will be placed on hold until we receive suitable consent.

☐ I am making this request myself for my personal information

☐ I am the carer and I have the governor, trustee or volunteer's permission to act on their behalf because they are:

☐ Unable to exercise their own rights and I am acting in their best interests or,

☐ They have asked me to exercise their rights, and I am acting in their best interests

## Details of the request

Please clearly describe the personal data you are requesting, including relevant dates, types of records, or staff involved where known.

This is particularly necessary if you require any email or written correspondence you reasonably expect us to hold, examples of specific requirements include: 'Emails between party A and B containing my name, on the following dates {insert the specific dates}'; 'any personal records'.

### Time period

Please provide a date or date range and where applicable, times of the information you are requesting

### Your Reason for requesting the information (optional)

Please provide your reason for requesting the information. This is optional, but it can help us to locate and retrieve the information that you actually need and can help you get a better, faster response.

**Other details that will help us find the information you need (optional).**

Please include any other information that will help us locate, retrieve and provide you with the information you need.

**Providing the information to you**

Please state your preferred method you wish the information to be provided to you

- ☐ Email with a secure link to the information or,
- ☐ Via recorded postal delivery

**Signature:** \_\_\_\_\_

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