



# SUBJECT ACCESS REQUEST FORM

## 1. DATA SUBJECT DETAILS:

<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					
<b>Telephone number:</b>					
<b>Home</b>					
<b>Work</b>					
<b>Mobile</b>					
<b>Email address</b>					
<b>Date of birth</b>					
<b>Details of identification provided to confirm name of data subject</b>					
<b>Details of data requested:</b>					

### 1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their written or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)					
<b>Please enclose proof that you are legally authorised to obtain this information.</b>					
<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					



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<b>Current address</b>	
<b>Telephone number:</b>	
<b>Home</b>	
<b>Work</b>	
<b>Mobile</b>	
<b>Email address</b>	

## 2. DECLARATION

I, ....., the undersigned and the person identified in (1) above, hereby request that Graham James Primary Academy provide me with the data about me identified above.

Signature:

Date:

SAR form completed by

I, ....., the undersigned and the person identified in (1.1) above, hereby request that Graham James Primary Academy provide me with the data about the data subject identified in (1) above.

Signature:

Date:

SAR form completed by (employee name):

This form must immediately be forwarded to the Graham James Primary Academy Data Protection Officer.