# **SAR request form**

**Data Subject (person who the information relates to)**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Date of Birth |  |
| Tutor Group  (if Student) |  |

**The person making the request**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Address |  |
| Email Address |  |
| Contact phone numbers |  |
| Identification Evidence Provided (if required )  Please see SARS Procedure for suitable forms of evidence |  |

**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 person with Parental Responsibility,  what is your role? |  |

**Details of Data Requested**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Declaration**

I, …………………………………………………….., hereby request that Redmoor Academy provide the data requested about me.

Signature ........................................................... Dated ………………………………………...

I, …………………………………………………….., hereby request that Redmoor Academy provide the data requested about ………………………………………………....(students name) on the basis of the authority that I have provided. ***Students aged 13 years and over will be consulted prior to the release of any information as per the SARS Procedure.***

Signature ……………………………………….. Dated:..........................................................