# **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 ParentalResponsibility |   |
| 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:..........................................................