

**Subject Access Request Form**

The following form is optional when requesting a SAR. The SAR should be marked urgent, for the attention of the Data Champion or Headteacher.

**Subject Access Request Form**

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| Person requesting information:  |    |
| Academy/School:   |   |
|  Relationship with the academy/school:  | Please select: Pupil / parent / employee / governor / volunteer  Other (please specify):   |
| Correspondence address:    |   |
| Preferred method of contact i.e telephone, text message, e-mail, inperson:  |   |
| Contact Details (include telephone number and email address).   |   |
| Details of the information requested  | Please provide me with: *Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:* * *Your personnel file*
* *Your child’s medical records* • *Your child’s behavior record, held by [insert class teacher]*
* *Emails between ‘A’ and ‘B’ between [date]*
 |
| Reason for request (**optional** – this is requested as it may assist in locating key documents).  | `  |
| Signed:   |   |
| Dated:   |   |