

**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: |  |