

SAR Request Form

About yourself or person you are making this request on behalf of (Please use block capitals and black ink) – this information will help us to identify the personal data that we may hold about you.

Title (Mr /Mrs /Miss /Ms /Dr /Rev etc)	
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Surname/Family Name	
First Name(s)	
Maiden/Formers Name(s) (if applicable)	

Date of Birth (dd/mm/yyyy)	
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Home Address (Include Postcode)	
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This is the address to which all replies will be sent unless you specify otherwise.

Name of person making request on behalf of data subject (if applicable)	
Surname/Family Name	
First Name(s)	
Relationship to data subject	
Preferred alternative address for correspondence (if applicable)	

Contact telephone number	
Contact e mail address	

What records that you believe we hold would you like access to:

Have you made a request for this information before? (Yes/No)	
If Yes, could you please provide date of request? (dd/mm/yyyy)	

Where do you want to view your information? For example in person, or be sent a paper copy to your home or alternative address or be sent a copy in a specific electronic format to an e mail address (if this is your preferred option we would encrypt the file to keep it secure)
Do you need any other help with this request? (Please specify below)

Establishing Proof of Identity:

If we have a verified current address for you on our systems we will contact you at that address and ask you to confirm that the request has come from yourself.

If this is not possible, we will ask for documentary evidence to verify you are who you say you are.

To help establish your identity we may ask you to provide at least two different documents which, between them, provide sufficient information to prove your name, date of birth, current address

and signature. For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents e.g. utility bills, which show those details.

If you are making this request on behalf of someone else you must provide evidence you have the right to do so, e.g. letter of consent, birth certificate evidencing you have parental responsibility for a child or any other relevant legal documentation, unless you have supplied this information to us already for other purposes.

On receipt of completed form we will contact you to arrange verification of these documents.

Please note that it may be necessary to seek further information or proof of identity (of data subject or requestor) before the request can be processed. If this is the case, then the statutory one-month day limit will start from the date all necessary information and proof is received. Every effort will be made to provide you with your information as soon as possible after receipt of your application, however in some cases we may need longer than a month to respond to your request if any complex issues are involved.

Declaration

The information, which I have supplied in this application, is correct, and I am the person to whom it relates/I have the right to make this request on their behalf (delete as appropriate).

Signature

Date

Please return this form once completed to:

FAO Data Protection Officer Blackwell Primary School,

Mark your envelope "Subject Access Request - Confidential".

Data Protection Officer Juliette Whitby

DPO Email: jwhitby1@westhouses.derbyshire.sch.uk

DPO Phone: 01773 832518

DPO Address: Bolden Terrace, Westhouses, Alfreton, DE55 5AF