



# SUBJECT ACCESS REQUEST RECORD

**Document Control**  
Reference: GDPR 013  
Issue No: 1.00  
Page: 1 of 2

## 1. DATA SUBJECT DETAILS:

<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					
<b>Previous address</b>					
<b>Home phone</b>					
<b>Mobile phone</b>					
<b>Work phone</b>					
<b>Email address</b>					
<b>Date of birth</b>					
<b>Details of identification provided to confirm name of data subject:</b>					
<b>Details of data requested:</b>					



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## 1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

<b>Are you acting on behalf of the data subject with their written or other legal authority?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)</b>	
<b>Please enclose proof that you are legally authorised to obtain this information.</b>	
<b>Title</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: <input type="checkbox"/>
<b>Surname</b>	
<b>First name(s)</b>	
<b>Current address</b>	
<b>Home phone</b>	
<b>Mobile phone</b>	
<b>Work phone</b>	
<b>Email address</b>	

## 2. DECLARATION

I, ....., the undersigned and the person identified in Section 1 of this form, hereby request that Hollyfield Primary School provide me with the data identified above.

Signature:

Date:

SAR form completed by (employee name):

I, ....., the undersigned and the person identified in Section 1.1 of this form, hereby request that Hollyfield Primary School provide me with the data about the data subject identified in Section 1 of this form.

Signature:

Date:

SAR form completed by (employee name):

This form must immediately be forwarded to Hollyfield Primary School's Data Protection Officer.