Subject Access Request (SAR) Form

Part A: Data Subject's Details (person whose information you are requesting)

Title:	
Full Name:	
Date of Birth:	
Address:	
Year Group (if pupil at school)	

Part B: Requestor Details

Title:	
Full Name:	
Address:	
Phone Number:	
Email Address:	
Evidence of Identity (e.g. passport, driving license):	Evidence Provided? Yes / No Details:
Status of Requestor:	Data Subject: Yes / No Parent or person with parental responsibility: Yes / No Other: Yes / No If you have selected 'yes' for 'Other', please outline your role here:

Part C: Details of Subject Access Request

Details of Data Being Requested:	

Part D: Declaration

Option i

I , ……., hereby request that SWECET provide the data requested about me.

Signed:_____ Date:_____

Option ii

I , ……., hereby request that SWECET provide the data

requested about ……..
(insert child's name) on the basis of the authority that I have.

Signed:_____

Relationship to child _____

Once complete please email a copy of your completed form SArequests@swecet.org