



# Highfields Primary School Subject Access Request Form (SAR)

---

## SAR request form

### Data Subject (person who information is about)

Title	
Name	
Date of Birth	
Class Teacher and Year Group (if child or young person)	

### Person making the request

Name	
Date of Birth	
Address	
Email Address	
Contact phone no	
Identification Evidence Provided (if required) Passport Driving licence or two forms of Utility bill within last 3 months Bank statement of last three months, Council Tax bill or Rent book	

### Status of person making request

Parent or person with Parental Responsibility	
Are you acting on their written authority (please provide a copy of the consent)	
If not the parent or with PR, what is your role?	

### Details of Data Requested

**Declaration**

I, ....., hereby request that Highfields Primary School provide the data requested about me.

Signature: ..... Date: .....

I, ....., hereby request that Highfields Primary School provide the data requested about ..... (insert child's name) on the basis of the authority that I have provided.

Signature: ..... Date: .....