



The de Ferrers Trust

Subject Access Request (SAR) Form

Data Subject (person who information is about):

Title	
Name	
Date of Birth	
Academy and Year Group (if applicable)	

Person making the request:

Name	
Date of Birth	
Address	
Email Address	
Contact Phone Number	
Identification Evidence Provided (if required):- For example: <ul style="list-style-type: none">- Passport- Driving License- Two forms of utility bill dated within the last 3 months- Bank statement dated within the last 3 months- Council tax bill- Rent book	

Status of person making the request:

Parent or person with parental responsibility (this needs to be cross-referenced against academy records and if necessary proof of parental responsibility will be requested).	
Are you acting on their written authority – please provide their written consent.	
If not the parent, or have PR, what is your role?	

Details of data requested:

Declaration:

I, hereby request that Richard Wakefield C.E. Primary Academy provides the data requested about me.

Signature Dated

Or

I, hereby request that Richard Wakefield C.E. Primary Academy provides the data requested about (insert child's name) on the basis of the authority that I have provided.

Signature Dated

Subject Access Request Forms should be sent to Mrs L Woodall at Richard Wakefield C.E. Primary Academy, Burton Street, Tutbury, Burton on Trent, Staffordshire DE13 9NR