



Stony Dean School
Working to Inspire

Stony Dean School
Subject Access Record



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DATA SUBJECT REQUEST DETAILS:

Date of SAR Request:	
Full Name:	
Current Address:	
Phone Number:	
Email Address:	
Date of Birth:	
ID (proof of you being the data subject must be provided) <ul style="list-style-type: none">• Must be photo ID (i.e. passport)• Must be proof of address (i.e. utility bill)	
What Data are you Requesting?	

REASON FOR REQUEST:

1. Are you the data subject? IF yes, disregard 2-4 below	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are you acting on behalf of the data subject with their consent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. What consent was provided to you? – i.e. verbal / written	
4. What is your relationship with the data subject (e.g. legal representative / parent)	



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DECLARATION:

I,, the undersigned confirm that I am the person identified above or are acting on behalf of the person identified above, hereby request that Stony Dean School provide me with the data described in this request.

Signature: _____ Date: _____

SAR Form Completed By (Employee Name):

I,, the undersigned and the person identified above, hereby request that Stony Dean School provide me with the data about the data subject as requested.

Signature: _____ Date: _____

This form must immediately be forwarded to Stony Dean School's Data Protection Officer.