



## Subject Access Request (SAR) Form

[STRICTLY PRIVATE AND CONFIDENTIAL]

This form may be used to make a Subject Access Request (SAR), under Section 7 of the Data Protection Act 1998. Please refer to the accompanying notes to assist you in the completion of this form and send your SAR, together with proof of identity, either by email to: [dpo@stephensuttonmat.co.uk](mailto:dpo@stephensuttonmat.co.uk) or by post (marked 'Strictly Private and Confidential') to: Sharon Thorp (Data Protection Officer), Stephen Sutton Multi-Academy Trust, Bridge Cross Road, Burntwood, Staffs., WS7 2DB.

<b>1. Details of Person Requesting Information</b>			
Title (Mr./Mrs./Miss/Dr. etc.):		Date of Birth:	
Surname / Family Name:		Maiden Name / Former Surname(s)	
Contact Telephone Number(s):		E-mail Address:	
Home Address (inc. Post Code):			
Are you the Data Subject? (i.e. are you requesting personal data about yourself?)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If you checked the box for 'Yes', please attach/enclose proof of identity, as detailed in the next section.			
If you checked 'No', please complete the boxes to the right.	Relationship to the 'Data Subject':		
	Name of the Data Subject:		
	Date of Birth of the Data Subject:		
Also, if you checked the box for 'No', please attach documentation that supports your application to act on the Data Subject's behalf.			
<b>2. Proof of Identity</b>			
In order to help us to establish your identity, please submit a copy of one document from the following: Birth Certificate      Passport      Full Driving Licence      Photocard Driving Licence			
<b>3. Helping Us to Find the Information</b>			
Please use the space below to provide further details to help us to locate the information sought, including any relevant time periods, being as precise as possible.			
<b>4. Declaration (to be signed and dated by the applicant)</b>			
The information that I have supplied in this application is correct.			
Signature:		Date:	
Warning: Attempting to obtain personal data to which you are not entitled may be an offence, under the Data Protection Act 1998.			

## SAR Guidance Notes

1. These notes are consistent with the Data Protection Act 1998 (Section 7).
2. Under the right of subject access, you are entitled only to your own personal data, and not to information relating to other people (unless they are acting on your behalf). Subject access provides you with a right to see the information contained in personal data, rather than a right to see the documents that include that information.
3. For a Subject Access Request (SAR) to be valid, you must make it in writing. If you have a disability that makes it difficult for you to make a SAR in writing, we will treat a verbal request for information as though it were a valid subject access request and, as required, will respond in a format that is accessible to the disabled person, such as Braille, large print, email or audio formats.
4. It is not compulsory to use this SAR form to make a request for personal data, but the form is designed to make it easier for us to recognise a subject access request and make it easier for you to include all the details that might be needed in order to locate the information requested.
5. In order to assist with the data search, please provide as much detail as possible. Guidance from the Information Commissioner Office states that: 'Data subjects frequently make open ended requests for access ('Give me a copy of all the data you hold on me'). However, the Act [Section 7(3)] specifies that a data controller is not obliged to comply with a request . . . unless he is supplied with such information as he may reasonably require in order to locate the information which that person seeks. Open-ended requests will not generally satisfy this provision'.
6. Please ensure that you have signed and dated your SAR, as we will not be in a position to process your application without this.
7. We will need to verify your identity before supplying your personal data. Please, therefore, attach a copy of one of the following:
  - Birth Certificate
  - Passport
  - Full Driving Licence or Photocard Driving Licence
8. You are entitled to make a subject access request via a third party. In these cases, we will need to be satisfied that the third party making the request is entitled to act your behalf, but it is the third party's responsibility to provide evidence that they have been authorised by the person concerned.
9. Before responding to a subject access request for information held about a child, we will consider whether the child is mature enough to understand their rights. If we are confident that the child can understand their rights, then (consistent with the Data Protection Act) we will respond to the child rather than the parent. What matters is that the child is able to understand (in broad terms) what it means to make a subject access request and how to interpret the information they receive as a result of doing so.
10. Responding to a Subject Access Request may involve providing information that relates both to yourself and someone else. We may not comply with the request if to do so would mean disclosing information about another individual who can be identified from that information, except where the other individual has consented to the disclosure or it is reasonable in all the circumstances to comply with the request without that individual's consent.
11. We will respond to a Subject Access Request within 40 days of its receipt.
12. A copy of the information is generally supplied free of charge. A 'reasonable fee' may be charged in order to comply with requests for further copies of the same information, or where a request is deemed excessive. Fees will be based on the administrative cost of providing the information.