

SAR Request Form

Data Subject *(person who information is about)*

| | |
|---|--|
| Title | |
| Name | |
| Date of Birth | |
| Year group <i>(if child or young person)</i> | |

Person making the request

| | |
|---|--|
| Name | |
| Date of Birth | |
| Address | |
| Email Address | |
| Contact Telephone Number | |
| Identification Evidence Provided <i>(if required)</i> Passport / Driving licence Or two forms of Utility bill within last 3 months, Bank statement (last three months), Council Tax bill | |

Status of person making request

| | |
|---|--|
| Parent or person with Parental Responsibility | |
|---|--|

| | |
|--|--|
| If not the parent or with PR, what is your role? | |
|--|--|

Details of Data Requested

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|--|
| |
|--|

Declaration

I _____ hereby request that Uppingham Community College provide the data requested about me.

Or

I _____ hereby request that Uppingham Community College provide the data requested about _____ (*insert child's name*) based on the authority that I have provided.

Signed: _____

Date: _____

Once this form has been completed, please email it to datamanager@ucc.rutland.sch.uk

