

## 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	
<b>Identification Evidence Provided</b> <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	
Are you acting on their written authority <i>(please provide a copy of the consent)</i>	
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.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

I, \_\_\_\_\_ hereby request that Uppingham Community College provide the  
data requested about \_\_\_\_\_ (*insert child's name*)  
on the basis of the authority that I have provided.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

