



# KING'S LEADERSHIP ACADEMY BOLTON

## **Subject Access Request (SAR) Template**

Date of Next Review September 2022

Principal: David Crosby

# Data Protection - Subject Access Request (SAR)

This form is provided by King's Leadership Academy (KLAB) to assist you in providing the information we need to deal with your request. Your request will be processed in accordance with the our Data Protection Policy.

Please be aware that before we process your request KLAB will verify your identity. If additional information is required to verify your identity, we will contact you accordingly to request a document that confirms your identity (e.g. Passport, Driving Licence) and a document dated inside the last three months that confirms your address (e.g. Bank Statement, Utility Bill).

Section 1	
I am the Data Subject (the person the information is about): <input type="checkbox"/> (please continue to Section 2)	
I am acting on behalf of the Data Subject: <input type="checkbox"/> (please complete Section 1a)	
Section 1a	
Surname:	Full Forename(s):
My relationship to the data subject is:	
If you are acting on behalf of a child for whom you have parental responsibility:	
The child is under the age of 13 <input type="checkbox"/>	
The child is over the age of 13 <input type="checkbox"/>	
<b>If the child is over the age of 13 schools must ensure that the "Parental Request for Student Information – Student Consent Form" is completed.</b>	
If you are acting as a Third Party on the Data Subjects behalf:	
The Data Subject has provided written consent to disclosure of the information requested in Section 3	
Yes <input type="checkbox"/> (please attach)      No <input type="checkbox"/>	

Section 2 – Data Subject Personal Details			
Surname:	Full Forename(s):		
Date of Birth:	Establishment / School Name:		
Please provide your contact details including the address that you would like the information sent to.			
Address Line 1:	Daytime Telephone Number:		
Address Line 2:			
Address Line 3:	Email address:		
Address Line 4:			
Postcode:			

**Section 3 – Information Requested**

Please state clearly the information that you require. Please provide as much information as possible to assist us in locating your data. *(please attach a separate continuation sheet if required)*

Please state the number of continuation sheets used:

**Section 4 – Declaration by the Requester**

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name in Capitals:

Date:

*Parents' and carers' rights: Please note that there is no parent/carer independent right of access to a pupils' school records; as this right contained within the Education Act 2005 applies to maintained schools and does not apply to academies.*

Principal: Mr. David Crosby

**King's Leadership Academy**

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