

William Morris Sixth Form

Subject Access Request (SAR) Form



Name of data subject		
Name of person making the request		
Contact details of requester (email/telephone etc.)		
Contact DPO or DPL details		
Data request received		Date Acknowledgement sent
Name of person dealing with the request		
	Do you have sufficient proof/information to be assured of the requester's identity?	Y/N
What information are they requesting?		
What specific data are they requesting?		
	Is requester entitled to have access to this data?	Y/N
	Do you own all this data?	Y/N
	Do they need all the requested data?/Is request reasonable?	Y/N
	Will data be available in time? (<i>Reasons for delay must be logged/explained/communicated</i>)	Y/N
	Does it include information about others? (Check additional requirements)	Y/N
	Does it contain codes which need explanation? (Ensure explanations)	Y/N
	Should information be withheld/Is it exempt/Need to redact?	Y/N
Date data collected		Transfer method
Date data sent (get confirmation of delivery)		Date request completed (<i>within 30 days of request</i>)
		No of days to fulfil request