



SWANMORE COLLEGE

Subject Access Request Form (SAR)

Name of submitting person:

**Name of individual who's information is being
requested:**

Name of authorised authority:

Please provide two appropriate identification types at the time of submitting this form, in person. No personal information will be recorded from your proof of identification. We will not release an individual's personal information until we are satisfied who is raising the request is either the intended recipient or a member of a legitimate authorised organisation (*Police, Social Services, Solicitor*).

Accepted proofs of identification include:

- Current Passport
- Current Driving License
- Utility bill (less than 3 months old)
- Local Authority ID
- Police Warrant Card

Please complete the boxes below

Information Detail Requested	Date Requested	Date Issued

Please note:

Parents/guardians or authorities requesting information relating to Children's personal data that we process and store on behalf of our clients will need to submit a Subject Access Request (SAR) form via the college direct.

We will seek advice in every case, from the Information Commissioner Office (ICO) prior to releasing requested information relating to children.

Adults submitting a SAR may be required to provide more information relating to a request. In these circumstances, we will respond to you within a calendar month of submitting this SAR form.

Your request may be withheld due to a lawful exemption or where the information might cause serious harm to the physical or mental health of the pupil or another individual. If this is the case please see our reasons below:

If you are unhappy with the result or information released from this SAR, please contact the Information Commissioners Office to whom we recommend you seek advice on 0303 123 1113.

ID Checked By:

ID Check Date:

Released/Declined

Date: