ABBEY DLD
GROUP OF COLLEGES
CAMBRIDGE • LONDON • MANCHESTER

Appendix 2 - Subject Access Request (SAR) form

SECTION 1: Details of the person completing the SAR

Name	
Address	
Contact phone number	
E-mail address	
Signature	

SECTION 2: Is this SAR about you?

☐	**YES:** I am the data subject for this SAR and I have provided my identification (see below) **please go to section 4**
☐	**NO:** I am acting on behalf of the data subject. I have enclosed the identification for myself and the data subject (see below) **please go to section 3**

Accepted identification is anything that is issued by the government that contains a photograph, such as a passport or driving licence.

SECTION 3: Details of the data subject

Name	
Address	
Contact phone number	
Email address	
Signature	

SECTION 4: SAR information

Please supply the detail behind the SAR and what it is you need:

Please return this form with the identification required to the Principal.

*The information within this form will be used exclusively for the purposes of this SAR. Once the SAR has been completed your personal data will be deleted. However, we will maintain your name in our SAR register for audit purposes