THE MOUNTBATTEN SCHOOL

SUBJECT ACCESS REQUEST (SAR) FORM

(Under the UK GDPR & Data Protection Act 2018)

The Mountbatten School
Whitenap Lane
Romsey
Hampshire
SO51 5SY

Please complete this form to help us process your request to access personal data held by the school.
Completion is not compulsory, but it will speed up the process.

1. Your Details

Full Name:	
Date of Birth:	
Address:	
Postcode:	
Telephone:	
Email:	

2. Relationship to the School

☐ Current pupil ☐ Former pupil ☐ Parent/carer of pupil
☐ Current staff member ☐ Former staff member ☐ Governor/trustee
☐ Contractor/volunteer ☐ Other (please specify): _____

3. Details of the Data Requested

Please describe the personal data you are requesting. Include any relevant dates, subject areas, or departments to help us locate the information:

THE MOUNTBATTEN SCHOOL

4. Proof of Identity

To protect personal data, we require proof of your identity before processing your request.
Please provide copies (do not send originals) of:
- One form of photo ID (passport, driving licence, staff ID, etc.)
- One proof of address (utility bill, council tax bill, bank statement – dated within the last 3 months)

5. Requests on Behalf of Someone Else

If you are making this request on behalf of another person:
- Provide their details below
- Provide evidence of your legal authority to act (signed consent, power of attorney, parental responsibility, etc.)

Name of person: _____
Relationship: _____
Authority document provided: ☐ Yes ☐ No

6. Preferred Format of Response

☐ Secure electronic file (encrypted)
☐ Hard copy (collection from school)
☐ Other (please specify): _____

7. Declaration

I confirm that I am the data subject or am acting on their behalf and that the information provided is accurate.
I understand the school may need to contact me to verify my identity and clarify the request.

Signature: _____ Date: _____

Please send this form and supporting documents to:

Data Protection Officer (DPO)
The Mountbatten School
Whitenap Lane
Romsey
Hampshire
SO51 5SY
dpo@mountbatten.school
01794502502