PROCEDURE: SUBJECT ACCESS REQUEST

Inspire Partnership

Request in Person	Request via Phone	Request via Email

Access to SAR Form

SAR Form is available on request from the school office for completion in person	**SAR Form** is available on request from the school office - can be emailed or sent	**SAR Form** is available on request from School email address

Complete Application

Data Subject:
Completes form and produces scanned copies of ID

Representative (if required):
Completes form, produces scanned copies of ID and gets authorisation from the Data Subject.

Submit Application

Online
Email application to school email

Post / in Person
Post application to:
DPO (SAR)
School email address

APPLICATION RECEIVED
(alert sent to designated email)

RECEPTION
Scan application and forward to designated email