PROCEDURE: SUBJECT ACCESS REQUEST





Request in Person

Request via Phone

Request via Email

Access to SAR Form

Complete Application

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

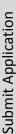
is available on request from office@inspirewestthorn ton.co.uk

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.



Online

Email application to office@inspirewestthornton.co.uk

Post / in Person

Post application to: DPO (SAR)

Rosecourt Road, Croydon, Surrey, CRO 3BS

APPLICATION RECEIVED (alert sent to designated email)

RECEPTION

Scan application and forward to designated email