

# PROCEDURE: SUBJECT ACCESS REQUEST





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 admin@inspireforest.co.

<u>uk</u>

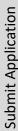
# Complete Application

# **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.



#### **Online**

Email application to admin@inspireforest.co.uk

# Post / in Person

Post application to: DPO (SAR) Forest Academy, Bridle Road, Croydon, CRO 8HQ

APPLICATION RECEIVED (alert sent to designated email)

#### **RECEPTION**

Scan application and forward to designated email