



Subject Access Request (SAR) Form

This form is for individuals (or their authorised representatives) to request access to personal data held by Paint Pots Preschool & Nursery in accordance with the UK GDPR and the Data Protection Act 2018.

1. Your Details

Full Name:

Address:

Postcode:

Telephone Number:

Email Address:

Relationship to the Nursery (e.g. parent, staff member, volunteer):

2. Details of the Data Requested

Please describe the information you are requesting. Be as specific as possible to help us locate the data (e.g. dates, departments, people involved):

3. Proof of Identity

To protect personal data, we require proof of your identity. Please attach a copy of one form of ID (e.g. passport, driving licence, birth certificate).

4. Making a Request on Behalf of Someone Else

If you are acting on behalf of someone else, please provide their details below:

- Full Name of the Data Subject:

- Relationship to You:

Please attach proof of your authority to act on their behalf (e.g. written consent, power of attorney).

5. Method of Response

Please indicate how you would like to receive the information (tick one):

☐ Email ☐ Post ☐ In Person (by appointment)

6. Declaration

I certify that the information provided in this form is accurate and that I am entitled to make this request. I understand that I may be contacted for additional information if required.

Signature: _____ Date: _____