



## **SUBJECT ACCESS REQUEST – PROCESS AND PROTOCOL**

Author:	Governance and Compliance Officer
Approval needed by:	Chief Executive
Consultation required	Data Protection Officer
Adopted (date):	13 <sup>th</sup> February 2019
Reviewed and updated:	May 2021
Date of next review:	May 2023

## **Subject Access Request (SAR) – Process and Protocol**

As an organisation we collect and process data about individuals. We explain what information we collect, and why, in our Privacy Notices.

Any individual, or person with parental responsibility, or young person with sufficient capacity to make a request, is entitled to ask what information is held. Copies of the information shall also be made available on request. A form to complete is available at annex 1.

To ensure that requests are dealt with in an effective and timely manner we may seek to clarify the terms of the request.

To collate and manage requests we have designated the Governance and Compliance Officer to co-ordinate all requests for data held by The de Ferrers Trust. If your data is held by one of our academies, then you should direct your request to that academy

Please ensure that requests are made on the form to the Governance and Compliance Officer, or the data protection lead for that academy, details of which you will find on the academy website.

Evidence of your identity, on the basis of the information set out and the signature on the identification will be cross-checked to that on the subject access request form. Discretion about employees and persons known to the academy/trust may be applied. If ID evidence is not required, an explanation must be provided by the academy/trust and a record maintained which should be signed and dated accordingly.

Exemptions to a SAR exist and may include:

- Education, Health, Social Work records
- Examination marks and scripts
- Safeguarding records
- Special educational needs
- Parental records and reports
- Legal advice and proceedings
- Adoption and Court records and/or reports
- Regulatory activity and official requests e.g. DfE statistical information
- National security, crime and taxation
- Journalism, literature and art
- Research history and statistics
- Confidential references

All data subjects have the right to know:-

- What information is held?
- Who holds it?
- Why is it held?
- What is the retention period?
- That each data subject has rights. Consent can be withdrawn at any time (to some things)
- A right to request rectification, erasure or to limit or stop processing.
- A right to complain.

Many of these questions will be answered within the Privacy Notices on our website. The information will be provided in an electronic format, usually within one calendar month of the request. However, in some circumstances, for example the school is closed for holidays, this may be extended by up to another calendar month.

**Annex 1 – Subject Access Request Form.**



**Subject Access Request (SAR) Form**

**Data Subject (person who information is about):**

Title	
Full Name	
Date of Birth	
Academy and Year Group (if applicable)	

**Person making the request:**

Full Name	
Date of Birth	
Address	
Email Address	
Contact Phone Number	
Identification Evidence Provided (if required):-  For example: <ul style="list-style-type: none"><li>- Passport</li><li>- Driving License</li><li>- Two forms of utility bill dated within the last 3 months</li><li>- Bank statement dated within the last 3 months</li><li>- Council tax bill</li></ul>	

- Rent book	
-------------	--

**Status of person making the request:**

Parent or person with parental responsibility (this needs to be cross-referenced against academy records and if necessary proof of parental responsibility will be requested).	
Are you acting on their written authority – please provide their written consent.	
If not the parent, or a person with Parental Responsibility, what is your role?	

**Details of data requested:**

**Declaration:**

I, ..... hereby request that XXXX provide the data requested about me.

Signature ..... Dated .....

*or*

I, ..... hereby request that XXXX provide the data requested about ..... (insert child's name) on the basis of the authority that I have provided.

Signature ..... Dated .....