



**SEAX TRUST**

**GDPR**

**Subject Access Request (SAR) Policy**



## GDPR – SUBJECT ACCESS REQUEST POLICY

### Other Policies relating to this Policy:

GDPR CCTV School Template Policy

Effective Date of Adoption:	<b>30<sup>th</sup> March 2022</b>
Policy Details:	This is a <b>Trust</b> Policy covering all SEAX Trust Provisions For publication on School & Trust websites

### Changes made at review March 2022:

Section	Details
Subject Access Requests P1 – Para 3	Sentence added to ensure that schools responding to a SAR inform the Trust's Central Team in line with audit requirements.
Subject Access Requests P1 – Para 5	Sentence added outlining requirements to ensure confidentiality is maintained in relation to redaction.
Subject Access Requests P1 – Para 8	Sentence added to state that policy should be published on School/Trust websites

This policy will be reviewed as required in line with changes to Data Protection Legislation

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## Subject Access Requests

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the Trust/academy holds about them, and can make a Subject Access Request (SAR).

A SAR can be made using the 'Subject Access Request' form (Appendix A).

The DPO/Data Controller has been designated as the person who will coordinate the response to a SAR. Prior to responding to a SAR, the school must inform the Trust's Central Team who will hold records at Trust-level in order to comply with audit requirements.

The school is required to provide the individual with the data it holds on them within one calendar month.

The response to the SAR will be provided in an electronic form. To ensure complete confidentiality in relation to third parties, all documents which are to be shared with the individual requesting the SAR **must** be redacted by hand using a black marker pen, before being scanned in and sent by protected electronic means.

It is permissible to ask the individual who has made the request to be more specific about the information that they require in order to ensure that the information they are provided with meets their requirements rather than providing lots of information that may not be relevant to their query.

Evidence of the identity of the person making the request and their relationship to the pupil must be gained prior to any disclosure of information. This should be recorded on the SAR Log (Appendix B).

This policy is for public use and should be published on School/Trust websites.

Exemptions to a SAR include:

- Education, Health, Social Work records
- Examination marks and scripts
- Safeguarding records
- Certain aspects of 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

## Appendix A

### Subject Access Request (SAR) Form

#### Part A: Data Subject's Details (person whose information you are requesting)

<b>Title:</b>	
<b>Full Name:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Year Group (if pupil at school)</b>	

#### Part B: Requestor Details

<b>Title:</b>	
<b>Full Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Evidence of Identity (e.g. passport, driving license):</b>	Evidence Provided? Yes / No Details:
<b>Status of Requestor:</b>	Data Subject: Yes / No Parent or person with parental responsibility: Yes / No Other: Yes / No If you have selected 'yes' for 'Other', please outline your role here:

**Part C: Details of Subject Access Request**

<b>Details of Data Being Requested:</b>	
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**Part D: Declaration**

**Please complete Option 1 or Option 2, as is relevant:**

**Option 1**

I, .....(Insert your name), hereby request that  
..... (Insert School/Academy name) provide the data requested about me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Option 2**

I, .....(insert your name), hereby request that  
..... (insert name of School/Academy) provides the data requested about  
..... (insert child's name) on the basis of the authority  
that I have.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_