



SUBJECT ACCESS REQUEST POLICY

Subject Access Request Policy	Date:	Subject Access Request Policy	Date:
Completed by:		Reviewed by DPO:	



Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data our school holds about them.

The right to ask for data is called a Subject Access Request (SAR)

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

The Data Protection Officer for Catton Grove Primary is Mrs A Pattison. The DPO can be contacted through the school.

The DPO is the designated as the person who will coordinate the response to a SAR.

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.

The response time for subject access requests for all or part of the pupil's educational record is one calendar month from the date of the request, or receipt of appropriate identification or clarification of a request where appropriate.

Where it is not possible to respond within one calendar month, the school will contact the Requestor in writing to advise that it will not be possible to respond fully within the one calendar month time scale and provide a new timescale for responding to the Subject Access Request.

Where a request is considered to be sufficiently complex or as to require an extension of the period for response, the Requestor will be notified within one calendar of receiving the request, together with reasons as to why this is considered necessary.

The school may refuse or charge for the requests that are manifestly unfounded or excessive.

The Data Protection Act 1998 allows exemptions as to the provision of some information: therefore all information will be reviewed prior to disclosure.

Third party information is that which has been provided by another, such as the Police, Local Authority, Health Care professional or another school. Before disclosing third party information consent should normally be obtained. There is still a need to adhere to the one calendar month statutory timescale.

Any information which may cause serious harm to the physical or mental health or emotional condition of the pupil or another should not be disclosed, nor should information that would reveal that the child is at risk of abuse, or information relating to any court proceedings.

If there are concerns over the disclosure of information then additional advice should be sought.



Where redaction (information blacked out/removed) has taken place then a full copy of the information provided should be retained in order to establish, if a complaint is made, what was redacted and why.

Information disclosed should be clear, thus any codes or technical terms will need to be clarified and explained. If information contained within the disclosure is difficult to read or illegible, then it should be retyped.

Information can be provided at the school with a member of staff on hand to help and explain matters if requested, or provided at face to face handover. The views of the applicant should be taken into account when considering the method of delivery. If postal systems have to be used then registered/recorded mail must be used.

Complaints about the above procedures should be made to the Data Protection Officer (DPO) who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaint procedure.

Complaints which are not appropriate to be dealt with through the school's complaint procedure can be dealt with by the Information Commissioner. Contact details of both will be provided with the disclosure information.

If you have any queries or concerns regarding these policies/procedures then please contact the Headteacher or Data Protection Officer.

Further advice and information can be obtained from the Information Commissioner's Office, www.ico.gov.uk or telephone 03031231113.

Subject Access Request (SAR) Form

Data Subject's Details (person whose information you are requesting)	
Title	
Full name	
Date of Birth	
Address	
Year Group	

Person requesting details		
Title		
Full Name		
Address		
Contact details:	Telephone Number:	
Telephone number	Email address:	
Evidence of Identity	Evidence Provided?	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>
		<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>
	Details of evidence provided i.e photo driving licence/passport/utility bill/ birth or marriage certificate/P45/P60, credit card or mortgage statement	
Status of Requestor:	Data Subject?	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>
		<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>
	Parent or person with Parental Responsibility?	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>
		<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>
	Other?	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>
		<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div>

Details of Subject Access Request- please be specific	

Declaration	
<p>I,..... hereby request that</p> <p>..... Catton Grove Primary</p> <p>Provide the data requested about:</p> <p>..... (Insert name of child)</p> <p>On the basis of the authority I have</p>	
Signed:	
Print:	Date