



# Subject Access Requests

## 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 Subject Access Request form is available on our website. To ensure that requests are dealt with in an effective and timely manner we may seek to clarify the terms of a request.

Please contact Vanessa Jackson, our school administrator, on 01332 760070 for more information, to discuss an SAR or to get a printed copy of the request form. Mrs Jackson will co-ordinate all requests and communicate with our Senior Leadership Team and Governing Body.

Anyone completing an SAR must prove their identity and provide evidence to support this. 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 data is held and who holds it
- Why is it held
- Retention periods for the data
- That each data subject has rights. *Consent can be withdrawn at any time (exemptions may apply)*
- A right to request rectification, erasure or to limit or stop processing
- A right to complain

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