

Subject Access Request – 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, 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 and should be completed.

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

We have designated the school Business Officer at The Federation of All Saints & St. Margaret's CVA to collate, manage and co-ordinate all requests. Please ensure that requests are made using the SAR form and submitted to csammarco@srsrmat.co.uk.

Evidence of identity, on the basis of the information set out and the signature on the identification document(s), must be cross-checked to that on the application form. Discretion about employees and persons known to the school may be applicable but, if ID evidence is not required, an explanation must be provided by school staff and 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 Consent can be withdrawn at any time (to some things).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

Answers to many of these questions will be found within the Privacy Notices on the school's website.

The information will be provided in an electronic format, usually within one calendar month of the request. However, in some circumstances, e.g., the school is closed for holidays, this may be extended by up to another calendar month.