



Dallimore Primary & Nursery School

Subject Access Request (SAR) – Procedure 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 (see Appendix A).

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

To collate and manage requests we have designated the School Business Manager to co-ordinate all requests. Please complete any requests the SAR form and directed to the School Business Manager.

Evidence of the identity of the individual making the request must be cross-checked to 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 are the retention periods?

- that each data subject has rights. Consent can be withdrawn at any time (to certain information)
- a right to request rectification, erasure or to limit or stop processing
- a right to complain

Much of this is contained within the privacy notices on the website.

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

Following delivery of the information the requester has the right to ask for a review or use the complaint process if they feel that information has not been provided.

Date of procedure : March 2024

Review Date: Autumn 2025



Subject Access Request – form

Data subject (individual who the information is requested about)

Title	
Name	
Date of birth	
Year group (if child or young person)	

Individual making the request

Name	
Date of birth	
Address	
Email address	
Contact phone number	
Identification evidence provided (if required) Valid identification includes: <ul style="list-style-type: none">• passport driving licence• two forms of utility bill within last 3 months B• bank statement of last three months• council tax bill• rent book	

Status of individual making the request

Parent/carer with parent responsibility (PR)	
Are you acting on their written authority (please provide a copy of the consent)	
Date of birth	
If not the parent or with PR, what is your role?	

Details of data requested

Declaration

I,, hereby request that Dallimore Primary & Nursery School provide the data requested about me.

Signature:

Date:

I,, hereby request that Dallimore Primary & Nursery School provide the data requested about on the basis of the authority that I have provided.

Signature:

Dated: