

Subject Access Request (SAR) Overview Form

Version: v 0.1

Version History

Version	Date	Edited By	Status	Comments
0.1	05/04/2022	Dave Nimmo	Published	

ATTENBOROUGH LEARNING TRUST

Subject Access Request (SAR) request form

Data Subject (person who information is about)

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

Person making the request

Name	
Date of Birth	
Address	
Email Address	
Contact phone number	
Identification Evidence Provided (if required)	
<i>Identification accepted – Passport or UK Driving licence Or two forms of Utility bill dated within the last 3 months (not a mobile phone bill), Bank statement of last three months, Council Tax bill, Rent book</i>	

Status of person making request

Parent or person with Parental Responsibility	
Are you acting on their written authority (please provide a copy of the consent)	
If not the parent or with Parental Responsibility, what is your role?	

Details of Data Requested

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Declaration – please sign the relevant declaration

Please sign if you are requesting data about yourself

I,, hereby request that the Attenborough Learning Trust provide the data requested about me.

Signature:..... Dated:

Please sign if you are requesting the data on someone's behalf

I,, hereby request that Attenborough Learning Trust provide the data requested about (insert child's name) on the basis of the authority that I have provided.

Signature:..... Dated:

(Parent/carer)

Subject Access Request (SAR) – Requester Overview

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. So that person is the 'Requester'. Copies of the information may also be made available on request.
- A form to complete is available.
- 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 each school will have an individual allocated to co-ordinate all requests.

That information is available on the school website and the Subject Access Request form.

What happens next?

There is a SAR request form on the website. We encourage everyone to use this form as it enables us to make sure you are being provided with the actual information that you require. Please complete the form, and provide the necessary information, and send it back to the school.

Evidence of the requester's identity may be required. 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. We may need to contact you to clarify details about what you have requested. We may need to contact other people and 3rd parties, who have provided information that is on our files.

Providing the Information

We need to review the information to see what can be shared, or if any item needs another person's consent. It may be that some information is subject to an exemption and cannot be shared. 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 data).
- A right to request rectification, erasure or to limit or stop processing.
- A right to complain.

Much of this will be contained within the Privacy Notices and other information on our website.

Provision and Timeline

The information will be provided in an electronic format, usually within one calendar month of the request. However, in some circumstances if the request is complex or it is difficult to access the information, this may be extended by up to another two calendar months. 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.