



NEWPORT
COMMUNITY
SCHOOL
PRIMARY
ACADEMY

**Subject Access Request
Procedure & Protocol**

March 2020

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, 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.

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 Georgie Gratton to co-ordinate all requests.

Evidence of their identity, on the basis of the information set out and the signature on the identity 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 periods?
- 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 Consent can be withdrawn at any time (to some things).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

Many of these questions will be 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 the school is closed for holidays, this may be extended by up to another calendar month.

SAR request form – Please complete and return to the school office FAO Georgie Gratton

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 no	
Identification Evidence Provided (if required) Passport Driving licence Or two forms of Utility bill within last 3 months Bank statement of last three months Council Tax bill Rent book	

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 PR, what is your role?	

Details of Data Requested

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Declaration (complete as required)

I,, hereby request that Newport Community School Primary Academy provide the data requested about me.

Signature: _____ Dated: _____
 I,, hereby request that Newport Community School Primary Academy provide the data requested about
(insert child’s name) on the basis of the authority that I have provided.

Signature: _____ Dated: _____

Academy to complete:

Information Access Request Record

Pupil / Individual Name	
DoB	
Date info requested	
Who was the requester?	
How were they positively identified?	
What information was requested?	
Basis for the request?	
Was information disclosed? Yes No	
Reason for decision	
What was disclosed?	
If CP or Criminal concern is this whole record confidential? Give reasons and make clear on system	
Authorisation by	
Date	
Staff member(s)	