

Appendix I



SUBJECT ACCESS REQUEST (“SAR”) GUIDANCE

How do I make a Subject Access Request?

Complete the SAR form and hand or email it to the School Office marked “**Subject Access Request.**” We will accept requests in other formats however this is our preferred method.

We may ask you to provide two forms of identification to check we are providing personal information to the correct person. This however isn't always necessary and you could simply ask a staff member to verify your identity. If we are uncertain about the identity of the person making the SAR, then we are entitled to request additional information to confirm your identity.

Requests for large amounts of personal data

We may ask you to specify the information the request relates to, if we process a large quantity of information about an individual, so that the information supplied, is relevant.

Will I be charged for the information?

No. However if we receive many requests for the same personal data from the same individual we can charge a reasonable fee based on the administrative cost of providing the information. We would notify you of such charge prior to obtaining the personal data.

What will I be advised?

We will write to you and confirm whether we hold any of your personal data and provide such copies.

We will also advise you of your rights for the personal data held which are recorded within a Privacy Notice.

How long will it take?

We will contact you within a month. We can extend this period by a further two months where requests are complex (e.g. those that require a high volume of material or require additional steps to process such as the need to search for records in multiple locations). If this is the case, we will inform you within one month of the receipt of the request and explain why the extension is necessary.

What action can the school take?

If the personal data includes information about someone else, we will redact that information before supplying the personal data to you or we may decline to provide it, if disclosing it would 'adversely affect the rights and freedoms of others.' Where a request is made by email, the information will also be provided via email unless otherwise requested.



SUBJECT ACCESS REQUEST FORM

PLEASE COMPLETE AND RETURN TO THE SCHOOL

Section 1 – About you

Title <i>(please tick)</i>	Mr		Mrs		Miss		Ms		Other	
Full Name										
Relationship with the School	Please select – parent/carers, pupil, employee, governor, volunteer, other (please specify)									
Current Address and Postcode										
Telephone Number										
Email Address										
Preferred method of response – email or hard copy (for collection from the school office)										

Section 2 – What information are you requesting?

Please describe the personal information you are requesting

Section 3 – Proof of Identity (IF REQUIRED)

Please provide copies of two pieces of identification, one from list A and one from list B below for yourself and indicate which ones you are supplying. These will be securely destroyed after the SAR has been responded to. If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Please DO NOT send any original documents

List A (photocopy of one from below)

List B (photocopy of one from below)

Passport	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Credit card statement (no more than 3 months old)	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>	Local authority tax bill	<input type="checkbox"/>

Section 4– Signature

Signature		Date	
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If after you have received the information you have requested, you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware; or
- we may have passed inaccurate information about you to someone else.

PLEASE notify the Trust's Data Protection Officer – email
dataprotection@activelearningtrust.org