



Subject Access Request (SAR) – Process and Protocol

JW - October 2023

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 be made available on request. A form to complete is available on our website (www.markeaton.derby.sch.uk).

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

To make a Subject Access Request, please use the form from the school website or ask at the school office. Completed SAR forms should be sent to admin@markeaton.derby.sch.uk marked For the Attention of the Headteacher.

Evidence of 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 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 Consent can be withdrawn at any time (to some things).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

Many of these questions will be within the Privacy Notices on the school 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.

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.