

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data St James Church of England Primary School holds about them, and can make a Subject Access Request (SAR).

A SAR can be made using the 'Subject Access Request' form (Appendix A).

The DPO has been designated as the person who will coordinate the response to a SAR – Mrs N. Patel, School Improvement Director (office@st-james-farnworth.bolton.sch.uk).

St James Church of England Primary School is required to provide the individual with the data it holds on them within one calendar month. An extension of up to one calendar month can be granted if a school closure period is scheduled to occur during the initial one calendar month response time.

The response to the SAR may be provided in an electronic form.

In order to fulfil the needs of the request it is permissible to ask the individual who has made the request to be more specific about the information that is required in order to ensure the information provided meets the requirements rather than providing lots of information that may not be relevant to the query.

Evidence of the identity of the person making the request and their relationship to the pupil must be gained prior to any disclosure of information. This will be recorded on the SAR Log (Appendix B).

There are the following exemptions to a SAR 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

Appendix A

Subject Access Request (SAR) Form

Part A: Data Subject's Details (person whose information you are requesting)

Title:	
Full Name:	
Date of Birth:	
Address:	
Year Group (if pupil at school)	

Part B: Requestor Details

Title:	
Full Name:	
Address:	
Phone Number:	
Email Address:	
Evidence of Identity (e.g. passport, driving license):	Evidence Provided? Yes / No Details:
Status of Requestor:	Data Subject: Yes / No Parent or person with parental responsibility: Yes / No Other: Yes / No If you have selected 'yes' for 'Other', please outline your role here:

Part C: Details of Subject Access Request

Details of Data Being Requested:	
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Part D: Declaration

Option i

I ,, hereby request that St James Church of England Primary School provide the data requested about me.

Signed: _____ Date: _____

Option ii

I ,, hereby request that St James Church of England Primary School provide the data requested about (insert child's name) on the basis of the authority that I have.

Signed: _____ Date: _____

Appendix B

St James Church of England Primary School Subject Access Request (SAR) Log

Data Subject	Request	Date of SAR	Date DPO notified	ID confirmed	Response Deadline	Extension to Deadline?	Data held by school	Any additional info from requestor?	Any info to be withheld?	Who auth'd with-holding info?	Response checked and approved by DPO
E.g. John Smith	All data held about this staff member	01/02/18	01/02/18	Passport seen 02/02/18	01/03/18	08/03/18: 1 week due to Feb ½ term.	Personnel file – hard copy Email correspondence about individual	JS clarified the request links to a grievance they have with their line manager	Redacted email correspondence to remove reference to other employees	DPO 20/02/18	DPO 01/03/18