



SUBJECT ACCESS REQUEST PROCEDURE

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
NRE/MNA	R&A	21/11/2022	Board	5/12/2022	July 2023	Yes

"Excellence Every Day"

Our Mission

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

Values

- Excellence**
- We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- Respect**
- We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- Responsibility**
- We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- Resilience**
- When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- Ambition**
- Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.

Subject Access Requests

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the school/academy holds about them, and can make a Subject Access Request (SAR).

A SAR can be made using the 'Subject Access Request' form (Appendix 1).

The Data Protection Administrator (Finance and Business Manager) has been designated as the person who will coordinate the response to a SAR. They can be contacted at DPA@jogschool.org , which is also the address to use when requesting a SAR electronically.

The school is required to provide the individual with the data it holds on them within one calendar month. An extension of up to an additional two calendar months can be granted if the request is deemed as complex.

It is permissible to ask the individual who has made the request to be more specific about the information that they require in order to ensure that the information they are provided with meets their requirements rather than providing lots of information that may not be relevant to their 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 should be recorded on the SAR Record (Appendix 2).

The starting date for the response will be the date when the scope has been clarified (if applicable) and the identity of the requestor has been verified.

Exemptions to a SAR include:

- Third party data
- Information given in confidence
- Information which could place the data subject at risk of serious harm

For example, where one or more of the above applies, it could exclude information from the following sources or others being disclosed:

- Education, Health, Social Work records
- Examination marks and scripts
- Safeguarding records
- Special educational needs
- Legal advice and proceedings
- Adoption and Court records and/or reports
- Regulatory activity and official requests e.g. DfE statistical information

Appendix 1

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 The John of Gaunt School provide the data requested about me.

Signed:_____

Date:_____

Option ii

I ,, hereby request that The John of Gaunt School provide the data requested about (insert child's name) on the basis of the authority that I have.

Signed:_____

Date:_____

Subject Access Request Record

Name of data subject:

Name of person who made the request:

Date request received:

Contact DPO:

Date acknowledgement sent:

Name of person dealing with request:

Questions	Notes
Are they entitled to the data?	If no reply stating reasons and/or ask for proof
Do you understand what data they are asking for?	If no, ask requestor for clarity
Identify the data	What data sources? Where they are kept?
Collect the data required	You may need to ask others – state a deadline in your request
Do you own the data?	If no, ask third parties to release external data. If data is supplied by another agency, you do not own the data.
Do you need to exempt/redact data?	If excepting/redacting be clear of your reasons for delay and asking if they would like the data you have collected so far
Is the data going to be ready in time?	Record delays and reasons. Communicate with requestor stating reasons for delay and asking if they would like the data you have collected so far
Create pack	Make sure that the data is in an easy to access format: paper or computerised
Inform requestor you have the data	Ask them how they would like it delivered
Deliver data	Ask for confirmation/special delivery

Date request completed ____/____/____ (Within 1 or 3 months as applicable)

Signed off by: _____