

SUBJECT ACCESS REQUEST (SAR) PROTOCOL

We collect and process data about individuals. We explain what information we collect, and why in our Privacy Notice.

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 made available on request and such a request should be made on the prescribed form which can be found at the end of this protocol.

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 The Head of HR to co-ordinate all requests concerning central services within The Two Counties Trust. Please ensure that requests are made on the required form to

Debbie.duggan@twocountiestrust.co.uk.

Please note that schools within the Trust also have subject access request protocols and therefore please refer to these protocols which are available on school websites to obtain information concerning access to student students or data which the school holds as the Trust may not have access to this.

Evidence of identity, on the basis of the information set out and the signature on the identity will be cross-checked to that on the application form. Discretion about employees and persons known to the Trust may be applicable, but if ID evidence is not required an explanation will be provided, 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 it is 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 Consent can be withdrawn at any time (to some things).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 answered 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 during a term break, this may be extended by up to another calendar month.

SUBJECT ACCESS REQUEST FORM

Data Subject (person who information is about)

Title	
Full name	
Date of Birth	
Address	
Year group: (if a child or young person)	

Person making the request

Full name	
Date of Birth	
Address	
Email Address	
Contact phone number	
Identification Evidence Provided (if required): Passport or Driving License. or two of: <ul style="list-style-type: none"> • Utility bill within the last 3 months • Bank statement within the last 3 months, • Council Tax bill within the last 12 months • Current rent book 	Yes / No

Status of the person making request

Are you the parent or person with parental responsibility?	Yes / No / NA (please delete)
Are No, you acting on their written authority? If Yes. please provide a copy of the consent as we will not be able to process you request with this	Yes / No / NA (please delete)
If you are not the parent or with parental responsibility what is your role / relationship?	

Details of Data Requested**Declaration**

I,, hereby request that you provide the data requested above about me.

Signature:.....

Date:.....

I,, hereby request that you provide the data requested above about(child's name) on the basis of the authority that I have provided.

Signature:.....

Date:.....