

Subject Access Request – Requester Overview

As an organisation we collect and process data about individuals. We explain what information we collect, and why, in our Privacy Notices.

Any individual, person with parental responsibility, or young person with sufficient capacity to make a request, is entitled to ask what information is held. So that person is the 'Requester'.

Copies of the information may also be made available on request. A form to complete is available.

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 each school will have an individual allocated to co-ordinate all requests. At St John's that Individual is Marie Green, School Business Manager. **The Subject Access Request (SAR) form is available on the school website. Please email the completed form to mgreen@st-john.leicester.sch.uk and office@st-john.leicester.sch.uk or hand the form into the school office.**

What happens next?

There is a SAR request form on the website. We encourage everyone to use this form as it enables us to make sure you are being provided with the actual information that you require.

Please complete the form, and provide the necessary information, and send it back to the school.

Evidence of the requester's identity may be required. 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.

We may need to contact you to clarify details about what you have requested.

We may need to contact other people and 3rd parties, who have provided information that is on our files.

Providing the Information

We need to review the information to see what can be shared, or if any item needs another person's consent. It may be that some information is subject to an exemption and cannot be shared.

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 data).
- A right to request rectification, erasure or to limit or stop processing
- A right to complain

Much of this will be contained within the Privacy Notices and other information on our website.

Provision and Timeline

The information will be provided in an electronic format, usually within one calendar month of the request. However, in some circumstances if the request is complex or it is difficult to access the information, this may be extended by up to another 2 calendar months.

Information is usually provided in a secure electronic format.

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.