

Checklist for dealing with a SAR

On receipt, give the SAR to the DPO (contact details on the School website)	
Check the identity of the person making the SAR	
Check the person is entitled to access the Information (if not send restricted access letter)	
Send initial receipt letter for SAR to the person requesting the information, setting out the timeframe for dealing with the SAR	
Determine if complex/more detailed request and whether fee should apply	
Notify requester of fee	
Notify relevant personnel to ensure all information is accessed	
Check information for Data Protection (redactions may be necessary)	
Send all information to person making request with standard letter	