

SUBJECT ACCESS REQUESTS REQUESTING PERSONAL INFORMATION THAT THE SCHOOL HOLDS

How to request a Subject Access Request (SAR):

The request must be made in writing to the school by:

- letter
- email
- fax

You should give:

- your name
- a contact address
- a detailed description of the information you want - eg you might want all information held on a subject, or just a summary

You can ask for information in a particular format, eg:

- paper or electronic copies of information
- large print

When you will get a response

In line with our General Data Protection Regulations (GDPR) Policy we will supply the information as quickly as possible, but will ensure that it is provided within one working month.

Costs

In line with our General Data Protection Regulations (GDPR) Policy the school will not normally make a charge.

The school would only refuse or charge for requests that are manifestly unfounded or excessive. If we refused a request, you will be told why and we advise you that you have the right to complain to the supervisory authority and to a judicial remedy. We would advise you of any refusal without delay and at the latest within one working month. (*guidance from the Information Commissioner's Office*)