



**The de Ferrers Trust**

## **SUBJECT ACCESS REQUEST – PROCESS AND PROTOCOL**

Author:	Director of Governance and Compliance
Approval needed by:	n/a
Consultation required	Data Protection Officer
Adopted (date):	13 <sup>th</sup> February 2019
Date of next review:	February 2021

## **Subject Access Request – Process and Protocol**

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

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 be made available on request. A form to complete is available at annex 1.

To ensure that requests are dealt with in an effective and timely manner we may seek to clarify the terms of the request.

To collate and manage requests we have designated the Director of Governance and Compliance to co-ordinate all requests for data held by The de Ferrers Trust. If your data is held by one of our academies, then you should direct your request to that academy. Please ensure that requests are made on the form to the Director of Governance and Compliance, or the data protection lead for that academy, details of which you will find on the academy website.

Evidence of your identify, on the basis of the information set out and the signature on the identify will be cross-checked to that on the subject access request form. Discretion about employees and persons known to the academy/trust may be applied. If ID evidence is not required an explanation must be provided by the academy/trust and a record maintained which should be 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 is it 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 Consent can be withdrawn at any time (to some things)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.
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- A right to complaint.

Many of these questions will be within the Privacy Notices on our website. The information will be provided in an electronic format, usually within one calendar month of the request. However in some circumstances, for example the school is closed for holidays, this may be extended by up to another calendar month.

## Annex 1 – Subject Access Request Form.



### The de Ferrers Trust

#### Subject Access Request (SAR) Form

#### Data Subject (person who information is about):

Title	
Name	
Date of Birth	
Academy and Year Group (if applicable)	

#### Person making the request:

Name	
Date of Birth	
Address	
Email Address	
Contact Phone Number	
Identification Evidence Provided (if required):-  For example: <ul style="list-style-type: none"><li>- Passport</li><li>- Driving License</li><li>- Two forms of utility bill dated within the last 3 months</li><li>- Bank statement dated within the last 3 months</li></ul>	

<ul style="list-style-type: none"> <li>- Council tax bill</li> <li>- Rent book</li> </ul>	
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**Status of person making the request:**

Parent or person with parental responsibility (this needs to be cross-referenced against academy records and if necessary proof of parental responsibility will be requested).	
Are you acting on their written authority – please provide their written consent.	
If not the parent, or have PR, what is your role?	

**Details of data requested:**

**Declaration:**

I, ..... hereby request that The de Ferrers Trust provide the data requested about me.

Signature ..... Dated .....

*or*

I, ..... hereby request that The de Ferrers Trust provide the data requested about ..... (insert child's name) on the basis of the authority that I have provided.

Signature ..... Dated .....