

Subject Access Request Information

What is a data Subject Access Request (SAR)

A SAR is a request made by or on behalf of an individual for the Information, which they are entitled to ask for under Article 15 of the UK GDPR.

An individual can make a SAR verbally or in writing, including on social media. A request is valid if it is clear that the individuals are asking for their own personal data.

A third party can also make a SAR on behalf of another person.

An individual does not need to use a specific form of words, refer to legislation or direct the request to a specific contact.

Subject Access Request Information

SAR Procedure

SAR received

(This can be in person or in writing to any member of staff)

Inform DPO who will record the request on GDPR Sentry (Trusts Portal)

DPO check identity

DPO to acknowledge receipt and confirm data held within 3 days

School to collate relevant personal data (see check list)

DPO to visit school – review prepared data and make redactions

SAR completed within one month

DPO to keep copies of response & data on GDPR Sentry

DPO to send SAR with covering letter

DPO to update GDPR Sentry

Subject Access Request Information

File Type	Description	Areas to check
Email	Type data subjects name in search box	
	Print all emails in your inbox, drafts, deleted and sent files	Any meta data e.g. previous authors, comments etc.
	Is there data within any email attachments?	Any data which needs to be redacted
Safeguarding Files	Print safeguarding information from the dates required only	Redact any third parties personal data
Send Files	Print SEN information from the dates required only	Redact any third parties personal data