



## SAR (Subject Access Request)

### Guidance

#### What is a SAR?

An individual has the right to ask an organisation for copies of their personal information verbally or in writing. This is called the right of access and is commonly known as making a subject access request.

#### Receiving a SAR

A Subject Access Request (SAR) can be received from a pupil, parent, member of staff or other individual for whom the school holds information.

The school must acknowledge receipt of the request and pass the request to the appropriate person as soon as possible.

Whether the request has been provided verbally or in writing, ensure you are clear on what the individual has requested or seek appropriate clarification.

If the requestor is making a SAR on behalf of a pupil or other individual, ensure that they have the authority to do so. For example, a request can be made by a parent on behalf of a child for whom they have parental responsibility.

Once the school has received the SAR it is important to meet the statutory deadline of one calendar month. However, an SAR can be extended by a further two months if the request is complex or if a number of requests have been received from the individual. However the individual must be notified of this within one month of receiving this request and explain why this is necessary.

If you have doubts about the identity of the person making the request you can ask for more information. However, it is important that you only request information that is necessary to confirm who they are. The key to this is proportionality.

You need to let the individual know as soon as possible that you need more information from them to confirm their identity before responding to their request. The period for responding to the request begins when you receive the additional information.



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#### Processing the SAR

Collect the data requested. This may require searching across multiple filing systems, formats and systems/databases in the school, as well as archived files and e-mail folders.

Do not provide original documents to the requestor, you will need to make copies of documents in order to extract the relevant data.

An individual is only entitled to their own personal data, and not to information relating to other people. It is important to redact any third party information from the documentation. This includes any information that could potentially identify the individual. **For further information on redaction please see our redaction guidance.**

#### Supplying the SAR

You will need to consider how you will deliver the documents or if any security precautions should be taken e.g. confirming address, sending by special delivery.

It is useful to retain a copy of the information for a short while so that any queries or further requests can be responded to.