**Hedon Primary School - Subject Access Request (SAR) Process**

SAR requests can be made via the school office email address hedon.primary@eastriding.gov.uk

School receives SAR - either in writing, or verbally

(**28 day deadline** commences)

Please note: Parents also have a right to access education records if their child attends a maintained school under the Education Regulations

Request passed to Mrs Winter

Checks to ensure that the school is happy with the identity of the requestor, and have child's consent (if applicable)

Assign reference number to the request e.g. SAR001 and log on the spreadsheet

Request returned to applicant detailing refusal

Application correct

Application not correct

(28 day countdown paused)

DPO to ensure that the details of the request are clear and fully understand what the requester would like to receive

Save copies of the original request, and any further correspondence in a dedicated folder

E.g. SAR001 Smith

Applicant informed that their request has been received, is correct and that they will receive the information within a month

A response must be provided 15 school days.

Mrs Winter to start collating information requested

Liaise with Information Governance Team

Unless the Education Regulations are specifically stated we advise dealing with requests under the SAR process

Mrs Winter to review information and undertake redactions if required

Any secondary checks to be undertaken e.g. Head Teacher to have sight of the full pack of information before this is sent to the requester

Information sent to requestor by secure method e.g. recorded delivery, secure email or to be picked up by hand

Be aware of timescales, if you are approaching deadline and the request is not going to be completed within timescale, update customer, and consider partial release of information, giving requestor those files which are ready.

***Please note: The Information Governance Team is available for advice on any SARs***

***The School is responsible for ensuring SARs are completed correctly and within timescale.***