Euxton Primrose Hill School Subject Access Request Form

Subject Access Request (SAR) Form

A subject access request (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. This includes personal data and other supplementary information, such as the reason for the school processing the data.

This form is intended to help individuals exercise this right. Hard copies of the form can be requested from the school office. **SARs do not have to be made via this form and can also be made by other means, e.g. verbally, by letter or email.** Further information about the right of access is available at https://ico.org.uk/for-the-public/your-right-to-get-copies-of-your-data/.

Personal data about a child belongs to that child, and not the child's parents. For a parent to make a SAR in respect of their child the school will consider whether the child is mature enough to understand their rights. The school will determine this on a case-by-case basis; however, children below the age of 13 are typically not regarded to be mature enough to understand their rights and its implications, and most SARs for children in this age group by parents will be granted without requiring the child's consent.

In order to respond to a SAR, the school must be assured of the requester's identity. The school may ask for two forms of identification, e.g. a passport and proof of address. The school will respond to a SAR within one calendar month of receipt unless an extension is necessary in line with the UK GDPR. Where a SAR is refused in line with the UK GDPR, an explanation will be provided in writing and information provided on the next steps the requester may take in seeking to access the information.

Subject Access Request (SAR) Form – Euxton Primrose Hill Primary School	
Requester information	
Name	
Address	
Email address	
Contact number (if required)	
Preferred format of response – e.g. by email, post or verbally.	
Additional needs – Specify if you have any relevant additional needs, e.g. visual impairment, that the school will need to	

understand to be able to respond in an accessible format. Leave this section blank if not.	
Date	

Request on behalf of another individual	
(Leave this section blank if you are requesting your own personal information)	

What is the name of the individual whose information you are requesting to access?	
What is your relationship to the individual?	
What evidence do you have to confirm you are legally authorised to access the information, e.g. letter of authority, proof of parental responsibility?	

Information being requested	

Details of the personal information you wish to access – Be as specific as possible to ensure relevant information is provided, e.g: • Your staff personnel file • Your child's behaviour record • Emails between 'Teacher A' and 'Teacher B' • CCTV footage at 'Location A'.	
Time period – Provide a date range for the information you are requesting, and specific times, if applicable.	
Reason for requesting this information – You are not required to provide a reason; however, it can help the school to provide	

the specific information you want as soon as possible.	
Additional details – Provide any additional details you think may be relevant to the request and may help the school to find the information.	