



Subject Access Request – Process & Protocol

Designated Person: Chief Executive Officer

Last Reviewed: April 2024

Next Review: April 2026

Chief Executive Officer: Mrs S Kent
Chief Finance Officer: Miss S Graham
Chair of Trust Board: Mr M McDonagh



Subject Access Request – Process & 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 subject access can be made either verbally or by writing via email, direct message on the school's social media platforms or via writing to the trust/school office.

To ensure that requests are dealt with in an effective and timely manner we may seek to clarify the terms of a request, in this instance a form may be provided by the Trust/School for the data subject to complete

To collate and manage requests made to trust we have designated Michelle Wild, Executive PA to St Francis Catholic Multi Academy Trust to co-ordinate all requests. Where possible, please ensure that requests are directed to Michelle via email; mwild@hallam-diocese.com.

To make a request to the individual school, please speak to a faculty member or direct your request to the specific school office.

When we receive a subject access request, for security, the trust/school may seek to confirm the identity of the person who is making the request. Discretion may be applied to requests received by employees and/or individuals who are known to the school. Exemptions to providing information following 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?
- The retention period of the information requested?
- 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 Consent can be withdrawn at any time (to some things)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
- A right to complain

Much of this will be contained within the Privacy Notices on the 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.

Following delivery of the information the requester has the right to ask for a review or use the complaint process if they feel that information has not been provided.