



Subject Access Request (SAR) Form

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are entitled to receive this information under the Data Protection Act (DPA) 2018.

If you want to see any information regarding the categories of your personal data we collect, our lawful bases for processing this information, detail on who we share your information with and retention periods for your personal data, then please see your relevant Privacy Notice <http://www.laughton.e-sussex.sch.uk/website/gdpr>

We will endeavour to respond promptly and within the one month deadline of the following:

- Our receipt of your completed SAR form or written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

In some cases we may consider your request complex if it;

- involves retrieval and appraisal of information from multiple sources;
- involves the retrieval of large volumes of information for one data subject which are difficult to separate from information relating to other data subjects;
- is one in a series of requests from the same individual;
- involves the release of third party data for which consent has been refused or cannot be obtained

If we do consider your request complex, we can take up to an additional two months to respond. If this is the case, we will let you know within the one month deadline, and as soon as possible.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request

You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly and efficiently.

School Subject Access Request Form

Date of request	The school must respond within 1 month
Name of person making the request	This would normally be the parent
Confirmation the person is known or ID inspected	Please note ID inspected if the person is not known

Name of the data subject	Who the information is about (child)
Relationship of person making the request to data subject	Confirm if they have the right to the information
Information requested (To be as specific as possible to enable the school to gather it as quickly as possible)	Education records Absence Welfare or safeguarding information Correspondence
Member of staff who will oversee completion of the request	This may be one person to collect the information and another to oversee a response within a month
What information has been provided	List the information gathered that meets the needs of the request
Date information provided	Within the 1-month timescale
Requester's signature	To confirm receipt
Any follow-up action required by the school	