



THE DOWNLEY SCHOOL
Subject Access Request Form (SAR)

Name of submitting person:

Name of individual who's information is being requested:

Name of authorised authority:

Please provide two appropriate identification types at the time of submitting this form, in person. No personal information will be recorded from your proof of identification. We will not release an individual's personal information until we are satisfied who is raising the request is either the intended recipient or a member of a legitimate authorised organisation (Police, Social Services, Solicitor).

Accepted proofs of identification include:

- Current Passport
- Current Driving Licence
- Utility bill (less than 3 months old)

Please complete the boxes below

Information Detail Request	Date requested	Date Issued

Please note:

Parents/guardians or authorities requesting information relating to Children's personal data that we process and store on behalf of our clients will need to submit a Subject Access Request (SAR) form via the school direct.

We will seek advice in every case, from the Information Commissioner Office (ICO)/Data Protection Officer prior to releasing requested information relating to children.

Adults submitting a SAR may be required to provide more information relating to a request. In these circumstances, we will respond to you within 40 calendar days of submitting this SAR form.

However, if any of the information requested is in the educational record, then the school should respond in 15 school days.

Your request may be withheld due to a lawful exemption or where the information might cause serious harm to the physical or mental health of the pupil or another individual. If this is the case please see our reasons below:

If you are unhappy with the result or information released from this SAR, please contact the school DPO, Mrs N Cook on dpo@learningtrust.net or the Information Commissioners Office whom we recommend you seek advice on 0303 123 1113.

IID Checked By:

ID Check Date:

Released/Declined:

Date: