



Mid Essex Anglican Academy Trust

To unlock every child's potential as a unique child of God
Respect – Forgiveness – Trust – Responsibility – Thankfulness – Justice –
Humility



Subject Access Request (SAR) Policy

Authorised by:	Trust Board
Date Approved:	14 th May 2026
Date of Next Review:	Autumn 2027

Subject Access Requests

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the academy holds about them, and can make a Subject Access Request (SAR).

A SAR can be made using the 'Subject Access Request' form (Appendix A).

The Trust Executive Assistant has been designated as the person who will assist the schools within the Trust and help coordinate the response to a SAR.

The school is required to provide the individual with the data it holds on them within one calendar month. The school can extend the time to respond by a further two months if the request is complex or they have received a number of requests from the individual. The individual must be contacted within one month of the school receiving their request and explain why the extension is necessary.

The response to the SAR will be provided in an electronic form.

It is permissible to ask the individual who has made the request to be more specific about the information that they require in order to ensure that the information they are provided with meets their requirements rather than providing lots of information that may not be relevant to their query.

Evidence of the identity of the person making the request and their relationship to the pupil must be gained prior to any disclosure of information. This should be recorded on the SAR Log (Appendix B).

Exemptions to a SAR include (this is not a definitive list):

- 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

For full details of exemptions to a SAR please visit the ICO website: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/exemptions/>

PLEASE NOTE: During school closure periods, Subject Access Requests will be managed via the following process:

- All SARs must be submitted via email to the local school during school closure periods.

Appendix A

Subject Access Request (SAR) Form

Part A: Data Subject's Details (person whose information you are requesting)

Title:	
Full Name:	
Date of Birth:	
Address:	
Year Group (if pupil at school)	

Part B: Requestor Details

Title:	
Full Name:	
Address:	
Phone Number:	
Email Address:	
Evidence of Identity (e.g. passport, driving license):	Evidence Provided? Yes / No Details:
Status of Requestor:	Data Subject: Yes / No Parent or person with parental responsibility: Yes / No Other: Yes / No If you have selected 'yes' for 'Other', please outline your role here:

Part C: Details of Subject Access Request

Details of Data Being Requested:	
---	--

Part D: Declaration

Option i

I,, hereby request that Shenfield St Mary's C of E Primary School provide the data requested about me.

Signed: _____ Date: _____

Option ii

I,, hereby request that Shenfield St Mary's C of E Primary School provide the data requested about (insert child's name) on the basis of the authority that I have.

Signed: _____ Date: _____

