



# Filey Junior School

Widening horizons and reaching our potential. Respecting the world and each other.

A happy, healthy and positive learning community.

**Date this version of policy adopted by Governing Body: Nov 2025**

**Signed Headteacher:** *Michael Taylor*

**Signed Chair of Governors:** *Lucy Beighton*

## **Subject Access Request Policy**

### **Purpose**

This policy sets out how Filey Junior School will respond to Subject Access Requests (SARs) made under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The policy ensures that individuals can exercise their right to access personal data that the school holds about them in a fair, lawful, and transparent manner.

### **Scope**

This policy applies to:

- All personal data held by Filey Junior School about pupils, parents, staff, governors, and other individuals.
- All staff, governors, volunteers, and contractors who process personal data on behalf of the school.

### **Legal Framework**

This policy complies with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- Education (Pupil Information) (England) Regulations 2005
- Freedom of Information Act 2000

### **What is a Subject Access Request (SAR)?**

A Subject Access Request is a request made by, or on behalf of, an individual for access to personal data that the school holds about them.

A request can be made verbally or in writing, including by email.



Examples of personal data include:

- Academic records or reports
- Attendance information
- Staff employment records
- Health or safeguarding information
- Correspondence containing personal details

### **Making a Request**

SARs can be made to the school by:

- Email: admin@filey-jun.n-yorks.sch.uk
- Post: Filey Junior School, West Road, Filey, YO14 9LU.
- In person (a record will be made of the verbal request)

To help the school locate the information quickly, the requester should provide:

- Their full name and relationship to the school (e.g., parent, staff member)
- Details of the information sought
- Any relevant dates, departments, or individuals involved

### **Verifying Identity**

Before releasing any personal data, the school must verify the requester's identity.

Acceptable forms of identification include:

- Passport or driving licence
- Utility bill or bank statement showing current address

If a request is made on behalf of someone else (e.g., a parent requesting information about their child), the school may require proof of parental responsibility or written authorisation.

### **Responding to a Request**

The school will:

- Acknowledge receipt of the request within 5 school days.
- Provide the requested information within one calendar month of receipt and verification of identity.



The time limit may be extended by up to two further months if the request is complex or numerous. The requester will be informed if this extension is necessary.

### **Exemptions**

In certain cases, the school may withhold information where disclosure could:

- Cause serious harm to the physical or mental health of the individual or another person
- Reveal information about another individual (unless consent is given or it is reasonable to disclose)
- Interfere with ongoing safeguarding or criminal investigations
- Breach legal professional privilege

### **Format of Response**

Information will be provided securely, usually:

- Electronically (via encrypted email or secure portal), or
- In printed form, collected in person or sent by recorded delivery.

### **Record Keeping**

The school will maintain a log of all SARs received, including:

- Date received
- Name of requester
- Nature of request
- Date of response
- Outcome (fulfilled, partially fulfilled, refused, etc.)

### **Roles and Responsibilities**

Headteacher: Overall responsibility for ensuring compliance.

Data Protection Officer (DPO): Oversees the process and advises on complex cases.



School Staff: Must promptly forward any SARs received to the DPO.

### **Contact details:**

Data Protection Officer: Mr Michael Taylor

Email: Headteacher@filey-jun.n-yorks.sch.uk

Address: Filey Junior School, West Road, Filey, YO14 9LU.

### **Complaints**

If an individual is dissatisfied with how their request has been handled, they should first contact the school's DPO.

If the issue cannot be resolved, they may contact the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk>
- Telephone: 0303 123 1113

### **Review of Policy**

This policy will be reviewed annually or following significant changes to data protection legislation or school procedures.