



Subject Access Request Form

Please note that some data is protected and cannot be provided due to child protection reasons, if this is the case you will be informed.

Data can only be requested by a legal guardian or by a child over the age 12years

Applicant name:

Reason for SAR:

If relevant relationship to child:

If relevant child name: Child pastoral form:

What data do you request?

Type of data	What personal data is stored?	Request Y/N
Pupil files		
<i>Pupil personal details</i>	Contact details (phone number, address etc)	
	Characteristics (age, ethnicity, religion etc)	
	Medical conditions	
	Special educational needs	
	Dietary requirements	
	Free school meals/pupil premium/whether they are a looked-after child	
	Emergency contact details	
<i>Pastoral records</i>	Consent forms (school trips etc)	
	Photographs	
	Behaviour incidents	
	Attendance issues	
	Accident reports	
<i>Admissions</i>	Information about pupil applicants	
Safeguarding		
<i>The designated safeguarding lead's records</i>	Concerns logged	
	Referrals made	
	Disclosures	
	Action taken	
Academic information		
<i>Exam results</i>	Formative assessment results	
	Summative assessment results	
<i>In-class app data</i>	Quiz scores	
<i>Reports to parents</i>	Feedback	
	Predicted grades	
<i>Records of interventions provided</i>	Pupil characteristics	
	Assessment results and records of pupil progress	

HR		
<i>Recruitment information</i>	Applicants' names and contact details	
	Interview notes	
	References	
<i>Copies of pre-employment checks</i>	DBS checks	
	Verification of right to work in the UK	
<i>Staff personnel files</i>	Names and contact details	
	Salary	
	P45 forms	
	Accidents at work	
	Disciplinary action taken	
	Grievances	
<i>Appraisal records</i>	Feedback from line managers	
	Appraisal notes and reports	
	Objectives	
	Pay and promotion recommendations	
Finance		
<i>Parents'/carers' bank details</i>	Bank details	
<i>Invoices paid</i>	Name address	
<i>Debt incurred</i>	Name address	
<i>Free school meals</i>	Name	
<i>Staff members' bank details</i>	Name; bank details	
Parent information		
<i>Contact details</i>	Name, address, phone number, emergency contact details	
Governance		
<i>Governor details</i>	Name and contact details	
	Register of interests	
	Attendance records	
<i>Minutes</i>	Governors' names	
<i>Headteacher recruitment information</i>	Applicants' names and contact details	
	Interview and selection notes	
<i>Information from panels</i>	Complaints	
	Disciplinary appeals	
	Exclusions	
	Admissions	
Photographs		
<i>CCTV recordings</i>	Images of individuals	
<i>Formal Images of pupils and staff</i>	Images of individuals	
<i>informal Images of pupils and staff</i>	Images of individuals	
<i>Prospectus Images of pupils and staff</i>	Images of individuals	
Charity Commission		
<i>Personal details</i>	Staff and Governor Name; address; contact details; DOB	

Signed by applicant: Date:

Proof of address will be required along with photographic ID prior to the SAR commencing