



## SARs procedures

To be read in conjunction with Data Protection Policy section 6

- SAR Acknowledge template
- SAR Verification of identity template
- SAR Replying to a SAR providing the information no redactions template
- SAR Release of part of the information exemptions applied template
- SAR Explaining why no information supplied
- SAR Replying to a SAR explaining why no information is supplied
- SAR Extension of deadline
- SAR request for clarification
- SAR third party request solicitor template
- SAR request for child's information template
- SAR replying to Sar refusal manifestly excessive template
- SAR replying to SAR manifestly excessive partial release reasonable searches
- SAR replying to a SAR refusal manifestly unfounded template
- SAR email to staff asking them to search record following a request template
- SAR exemption appendix paragraphs template
- SAR Review response for missing information.

### **Rights of the Data Subject**

Individuals have a number of Rights under the GDPR and they are able to enact them against any organisation at time they choose.

The Rights include:

- The Right of Subject Access – the right to request a copy of data held about them by an organisation and find out how it is used.
- The Right of Rectification – the right to ask for inaccurate or incorrect information to be corrected or removed.
- The Right of Data Portability – the right to move data from one organisation to another. This could apply when moving bank accounts or energy suppliers.
- The Right to Be Forgotten (Erasure) – the right to ask for data to be removed by the organisation that holds it.

- The Right of Restriction – the right to stop information being used whilst a complaint is made.
- The Right of Objection – the right to ask an organisation to stop using their data. This is particularly used with regards to direct marketing.

The school has 30 days (one month) to respond to an individual's request to enact their Rights. This is provided the applicant has put their request in writing and suitable identification has been supplied.

Further information about the rights of the individual can be found in the School's Information Rights Policy.