Our visions and values:
- **Protecting children's right to play learn and have a voice.**
- **Keeping parents involved in children's development**
- **Governors and staff leading the way on quality**
- **Working partnership with health professionals and schools**
- **Being ethical, respectful and tolerant**

Name of organisation	**Federated Governing Body of Church Hill Nursery School & Low Hall Nursery School**
Statutory responsibility for approval	n/a
Who reviewed this procedure?	Hasina Rashid
Statutory review timetable	n/a
Review Date	Autumn Term 2021
Date of next Review	Autumn Term 2023

Subject Access Request Procedure – Access to information

1. **CONFIRM THE SUBJECT ACCESS REQUEST**
   - A SAR is a request by an individual to access their personal data
   - The request can be made verbally or in writing
   - For any verbal request, you must send a written confirmation of when the request was made and what data was requested for recording purposes.

2. **CONFIRM THE IDENTITY OF THE INDIVIDUAL MAKING THE SUBJECT ACCESS REQUEST**
   - Ensure that you take reasonable steps to confirm the identity of the requester where necessary (i.e. passport, driving licence, utility bill, birth or marriage certificate etc…).
   - This step can be omitted for a known employee for instance.

3. **CLARIFY THE SUBJECT ACCESS REQUEST AND RESPOND PROMPTLY**
   - Clarify the data requested by the requester
   - Log the request and response due date in SAR log
   - Acknowledge request and provide initial response to requester, confirming that the data will be supplied within the legal time frame (30 calendar days)
   - Identify personal data to be disclosed, third party data should not be disclosed
   - Inform the requester if there are any issues with supplying any of the data requested (where exemptions can be applied)

   Please ensure that you check with your EDPO prior to providing the requester with your initial response.

   Please note that for complex queries, the response time can be extended by a further two months; consult with your EDPO to confirm this.

4. **PROVIDE DATA SECURELY**
   - Ensure that adequate security measures are applied prior to providing the data
   - Use of secure email where appropriate
   - Use of recorded delivery service where data is sent by post
   - Arrange for the requester to collect data in person and sign / date document to confirm safe receipt of data

Please ensure that you check with your EDPO prior to providing the requester with your final response.
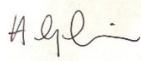
5. KEEP A RECORD
- Update SAR log with details of data provided
- Update SAR log with details of how the data was supplied (via e-mail /by mail / collected at the school)
- Update SAR log with details of the date the data was supplied

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The Premises Committee of the Governing Body approved this policy:

Name: Pauline France ....

Name: Helen Currie ....

Date: 16/11/21 ....