Oakwood Infant and Nursery School

Subject Access Request Procedure

(OAK020/09/2027)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.

We are all stars, watch us shine.

Reviewed: September 2026
Approved: September 2026
To be reviewed: September 2027

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Subject Access Requests

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the school/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).

In the event of a school closure the SAR should be submitted electronically to admin@oakwood.essex.sch.uk

The GDPR Co-ordinator has been designated as the person who will coordinate the response to a SAR with assistance from the DPO if required.

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The school is required to provide the individual with the data it holds on them within one calendar month.

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

Subject Access Requests should be submitted electronically during periods of school closure.

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).

Subject Access Request Extension Time

A subject access request (SAR) might be extended if the request is considered complex, meaning it requires a significant amount of time to gather and process the requested information, such as when we need to search through large volumes of data or across multiple systems to locate relevant personal data; or if the individual has made multiple requests, requiring additional time to handle each one separately.

Key points about extending a SAR:

Legal requirement to notify:

If an organization decides to extend the response time for a SAR, they must inform the individual within one month of receiving the request, explaining the reasons for the delay.

Complexity as a justification:

The most common reason for extending a SAR is that the request is deemed too complex, requiring additional time to locate and compile the necessary information.

Large volume of data:

If we hold a large amount of personal data about the individual, it may take longer to retrieve and review all relevant information.

Clarification needed:
If the request is unclear or ambiguous, the organization can pause the time limit until they receive sufficient clarification from the individual about what information they are seeking.

Exemptions to a SAR may include:

- 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 as this is not a definitive list: https://ico.org.uk/for-the-public/getting-copies-of-your-information-subject-access-request/why-organisations-might-partially-or-fully-refuse-a-subject-access-request/

Appendix A

Subject Access Request (SAR) Form

Date SAR requested:

Please note: Subject Access Requests should be submitted electronically during periods of school closure.

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 Oakwood Infant and Nursery School

provide the data requested about my child.

Signed:_____ Date:_____

Option ii

I , ……., hereby request that Oakwood Infant and Nursery School

provide the data requested about ……. on the basis of the

authority that I have.

Signed:_____ Date:_____

Appendix B

SAR- Supplementary Information for the Requestor

No.	Supplementary information	Additional information
1.	The purpose of the data processing	
2.	Source of the data	
3.	Who the data was shared with	
4.	Retention period	
5.	Was any automated decision making.	
6.		

Appendix C

Inclusion and Exclusion of Documents

Oakwood Infant and Nursery School

Subject Access Request

Date of Request: Monday 1st December 2025

Date of Response: Tuesday 2nd December 2025

Notes to support why document has/has not been included

Documents Included

Response Document Ref. No.	Description of the Data Provided	Notes
1		
2		-
3		
4		.
5		
6		

Documents Excluded

Response Document Ref. No.	Description of the Data Provided	Notes
1		
2	.	
3		
4		
5		
6		
7		
8		
9		

Appendix D

Summary of actions log

Date of SAR request:

Date response letter sent:

Action	YES/NO	Reason	Date
Was it necessary to inform the DPO of the SAR?			
Was the requestors identification confirmed?		If no, then why?	
What data was held by the school in relation to the SAR?			
Was any additional information provided by the requestor?			

Appendix E – remove before sending to the requestor

Oakwood Infant and Nursery School

Windsor Ave, Clacton-on-Sea, CO15 2AH.
Headteacher: Mrs K Maguire-Egan
Email: admin@oakwood.essex.sch.uk
Telephone: 01255 421168

Name:

Address

Date:

Dear ……

Subject Access Request Response

We are responding to your Subject Access Request received on …….. where you requested a copy of all ……held and processed by Oakwood Infant and Nursery School concerning your

Child: Class:

The school has searched the physical records and electronic records that are held in order to respond to your request

Response Document Ref. No.	Description of the Data Provided	Purpose of the data processing	Source of the data	Recipients of the data	Period of data storage
1					
2					
3					
4					

5					
6					
7					
8					
9					
10					

The school has not undertaken any automated decision making on the data provided.

The school also holds records of ……however, these have not been included within the response because ……

I hope that this provides a satisfactory response to your request.

Yours sincerely

Mrs K. Maguire-Egan

Headteacher

Oakwood Infant and Nursery School

Windsor Ave, Clacton-on-Sea, CO15 2AH.
Headteacher: Mrs K Maguire-Egan
Email: admin@oakwood.essex.sch.uk
Telephone: 01255 421168

Monday 13th October 2025

Dear ……,

Confirmation of receipt of Subject Access Request

I confirm that we received a Subject Access Request from you on ……

The school is required to provide the individual with the data it holds on them within one calendar month, providing we have received proof of your identity.

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

It is permissible to ask you to be more specific about the information that you require in order to ensure that the information we provided you with meets your requirements.

We will need evidence of your identity and your relationship to the pupil. We must receive this prior to any disclosure of information.

Yours sincerely,

Mrs Maguire-Egan
Headteacher

Appendix G

Subject Access Request (SAR) Log

Data Subject	Request	Date of SAR	Date DPO notified	ID confirmed	Date Response sent	Response Deadline	Extension to Deadline?	Data held by school	Any additional info from requestor?	Any info to be withheld?	Who auth'd with-holding info?	Response checked and approved by DPO
	Attendance SEND information Safeguarding concerns	10.09.2024	17.09.2024	Passport seen 10.09.2024	18.09.2024	10.10.2024	N/A	Attendance SENCO Information received from	N/A	DPO advised information to disclose re: email received from DPO on 18.09.2024	DPO 18.09.2024	18.09.2024