SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Subject Access Request Policy

Approved by the Trust HR and finance committee on: 21st February 2023

Updated: June 2026

Next review date: July 2027

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, available from the SWECET website.

The completed form must be logged on the school-based Subject Access Request Log.

Each Academy will have a dedicated person responsible for managing Subject Access Requests. For support with more complex cases, please contact the COO melvillep@swecet.org

The school is required to provide the individual with the data it holds on them within one calendar month. The school can extend the time to respond by a further two months if the request is complex or they have received a number of requests from the individual. The individual must be contacted within one month of the school receiving their request and explain why the extension is necessary.

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

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 your schools SAR Log.

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

PLEASE NOTE: During school closure periods, please ensure that all SAR'S are sent to sarequests@swecet.org and not to the school directly, as main school email addresses may not be manned during closures.

For full details of exemptions to a SAR please visit the ICO website: https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/exemptions/