

Subject Access Request (SAR)

For King's Academy Binfield

Parents/carers or authorities requesting information relating to student's personal data that we process and store on behalf of our clients will need to submit a SAR form via the academy directly.

We may be required to seek advice in certain cases, from the Information Commissioner Office (ICO) prior to releasing requested information relating to children. Adults submitting a SAR may be required to provide more information relating to a request. In these circumstances, we will respond to you within 30 calendar days of submitting this SAR form. However, if any of the information requested is in the educational record, then the academy should respond in 15 school days.

Your request may be withheld due to a lawful exemption or where the information might cause serious harm to the physical or mental health of the student or another individual. If this is the case, we will inform you of the reasons.

Please provide two appropriate identification types at the time of submitting this form, in person. No personal information will be recorded from your proof of identification. We will not release an individual's personal information until we are satisfied who is raising the request is either the intended recipient or a member of a legitimate authorised organisation (Police, Social Services, Solicitor).

Accepted proofs of identification include:

- Current Passport
- Current Driving License
- Utility bill (less than 3 months old)

If you are unhappy with the result or information released from this SAR, please contact the Information Commissioners Office to whom we recommend you seek advice on 0303 123 1113.

Please complete the form overleaf and return to Amber Walker, Data Protection Officer, King's Academy Binfield.

Subject Access Request Form (SAR)

For King's Academy Binfield

Date of Request	
Name of submitting person	
Relationship with the school	<p>Please select:</p> <p>Student / parent / employee / governor / volunteer</p> <p>Other (please specify):</p>
Correspondence address	
Contact number	
Email address	
Details of the information requested	<p>Please provide me with:</p> <p><i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i></p> <ul style="list-style-type: none"> • <i>Your personnel file</i> • <i>Your child's medical records</i> • <i>Your child's behavior record</i>

ID Checked By:

ID Check Date:

Released/Declined

Date: