

Nursling C of E Primary School



Subject Access Request Form (SAR)

Date	
Name of submitting person	
Name of individual who's information is being requested	
Relationship with the school*	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with: <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> <ul style="list-style-type: none"> • My personnel file • My child's medical records • My child's behavior record, held by [insert class teacher] • Emails between 'A' and 'B' between [date]

*Please note that 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). In the case of pupil data we will need to be satisfied that the person requesting the information has parental responsibility. No personal information will be recorded from your proof of identification.

In most cases Nursling C of E Primary School will respond to your request within one month. During school holidays and in complex cases this may take longer.

However, if any of the information requested is in the educational record, then the school 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 pupil or another individual.

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.