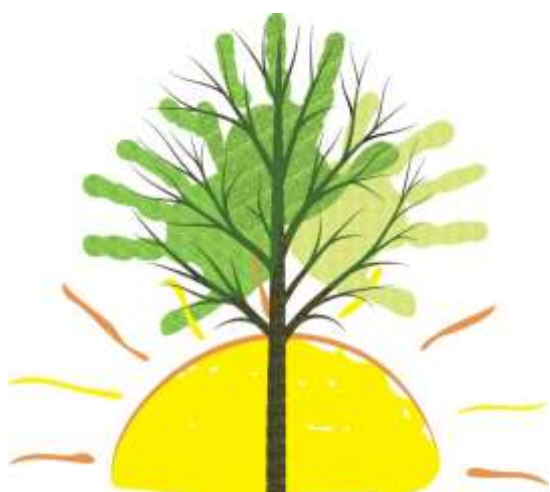


# Subject Access Request (SAR) Annex

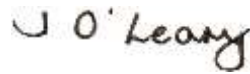


### Management log

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**Author** Data protection officer (DPO)  
**Person responsible for the document** DPO  
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**Signed** Signed



Chair of the Board



CEO

### Document history

Version	Date authored	Author	Date approved	Date issued	Comments
V1	May 2018	Lauren Cartwright	19 June 2018	19 June 2018	To support SHINE's suite of data protection policies to comply with regulations
V2	June 2018	Lauren Cartwright	20 June 2019	21 June 2019	Reviewed to support SHINE's suite of data protection policies to comply with regulations
V3	November 2020	Lauren Cartwright	19 November 2020	20 November 2020	Reviewed to support SHINE's suite of data protection policies to comply with regulations

Please note that the version of this document contained at <http://www.shine-mat.com/gdpr/> is the only version that is maintained.

Any printed copies should therefore be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

**Related policies**

<b>Policy</b>	<b>Website link</b>
Data protection	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>
Data breach	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>
Subject access request	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>
Privacy notices	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>

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**1 Annex 1 - Definitions**

<b>Term</b>	<b>Definition</b>
Data Subjects	for the purpose of this policy include all living individuals about whom we hold personal data. This includes pupils, our workforce, staff, and other individuals. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information
Personal Data	means any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
Data Controllers	are the people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with Data Protection Law. We are the data controller of all personal data used in our business for our own commercial purposes
Processing	is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing also includes transferring personal data to third parties
Workforce	Includes, any individual employed by [School/Trust/Academy] such as staff and those who volunteer in any capacity including Governors [and/or Trustees / Members/ parent helpers]



SHINE Multi Academy Trust  
Whitemoor Academy  
Bracknell Crescent  
Whitemoor  
NG8 5FF  
0115 9786351  
admin@shine-mat.com

**DATE**

**Annex 3 – SAR Acknowledgment Template**

Dear *[NAME OF DATA SUBJECT]*,

**Acknowledgment of your data subject access request**

**Reference:** *[DATA SUBJECT ACCESS REQUEST REFERENCE NUMBER]*

I write to acknowledge receipt of your request for personal information which we are responding to under article 15 of the General Data Protection Regulation.

*[I also acknowledge receipt of your [IDENTIFICATION] as confirmation of your identity.]*

Your request was received on *[DATE]* and, unless there are grounds for extending the statutory deadline of one calendar month, we expect to be able to give you a response by *[DATE]*.

The reference for your request is *[REFERENCE NUMBER]*, please quote this on all correspondence concerning this request.

Yours faithfully

**Lauren Cartwright**

Data Protection Officer

**SHINE Multi-Academy Trust**

cc Chair of the Board of Trustees / Headteacher



SHINE Multi Academy Trust  
Whitemoor Academy  
Bracknell Crescent  
Whitemoor  
NG8 5FF  
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admin@shine-mat.com

**DATE****SAR Acknowledgement during Holidays**

Dear [DATA SUBJECT],

***Acknowledgement of your data subject access request dated [DATE OF REQUEST] and notification that the [School/ Academy] is currently closed.***

We write further to your request for details of personal data which we received on [DATE OF REQUEST]. As advised in [INSERT HERE HOW AND WHEN THE DATA SUBJECT WAS ADVISED OF THE DATES THE SCHOOL WOULD BE CLOSED] the Academy is [closing/closed] from xx July 20xx until xx September 20xx. Accordingly, the information you have requested is not accessible, and we will unfortunately not be able to comply with your request within one month. [OR We are unfortunately only able to provide you with the enclosed information as the remainder of the information is not accessible]

The Academy will be reopening on [xx September 20xx] when your request will be formally acknowledged, and you will be informed about the timeframe in which a full response to your request will be provided. We apologise for any inconvenience this may cause and will contact you again on [xx September 20xx].

Yours faithfully

**Lauren Cartwright**

Data Protection Officer

**SHINE Multi-Academy Trust**

cc Chair of the Board of Trustees / Headteacher

**SHINE Multi Academy Trust**  
**Subject Access Request (SAR) Annex**

SHINE Multi Academy Trust  
Whitemoor Academy  
Bracknell Crescent  
Whitemoor  
NG8 5FF  
0115 9786351  
[admin@shine-mat.com](mailto:admin@shine-mat.com)

DATE

**SAR RESPONSE LETTER**

Dear *[DATA SUBJECT]*,

***Response to your data subject access request dated [DATE OF REQUEST]***

We write further to your request for details of personal data which we hold *[and our acknowledgment of [DATE WHEN REQUEST FIRST ACKNOWLEDGED BY LETTER]]*.

We enclose all of the data to which you are entitled under the General Data Protection Regulation (GDPR), in the following format:

*[DETAILS OF FORMAT IN WHICH DATA IS PROVIDED, WITH REASONS FOR CHOOSING THE FORMAT: PAPER COPIES **OR** ELECTRONIC COPIES ON A CD OR MEMORY STICK **OR** A NEW DOCUMENT WHICH HAS BEEN CREATED AND SETS OUT THE INFORMATION THAT CONSTITUTES PERSONAL DATA. WHERE THE SAR WAS MADE BY ELECTRONIC MEANS, THE RESPONSE SHOULD BE PROVIDED IN A COMMONLY USED ELECTRONIC FORM.]*

We have contacted the following departments and individuals in order to locate personal data held which is within the scope of a data subject access request under article 15 of the GDPR:

*[LIST OF DEPARTMENTS AND METHODOLOGY FOR IDENTIFYING PERSONAL DATA]*

We can confirm the following in relation to the areas covered under article 15 of the GDPR and data existing on the date when your request was made:

The purposes for which the personal data is processed:

*[LIST OF PURPOSES]*

The recipients or classes of recipients of personal data to whom the data has been or will be disclosed and the location of any recipients outside the EEA:

*[LIST OF RECIPIENTS (BY NAME OR GENERIC CLASS) TO WHOM DATA DISCLOSED. NOTE WHICH COUNTRIES NON-EEA RECIPIENTS PROCESS DATA IN AND STATE THE ARTICLE 46 SAFEGUARDS IN PLACE.]*

The categories of personal data concerned:

*[LIST CATEGORIES]*

The envisaged period for which the personal data will be stored, or the criteria used to determine that period:

*[LIST RETENTION PERIODS]*

Any information available to *[DATA CONTROLLER]* as to the source of the data:

*[SOURCES OF DATA HELD]*

The following automated decision making is applied to the personal data:

*[IDENTIFY AUTOMATED DECISION MAKING INCLUDING PROFILING AND PROVIDE MEANINGFUL INFORMATION ABOUT THE LOGIC INVOLVED AS WELL AS THE SIGNIFICANCE AND THE ENVISAGED CONSEQUENCES OF SUCH PROCESSING FOR THE DATA SUBJECT]*

You have the following rights under the GDPR.

- The right to request rectification of inaccurate personal data;
- In limited circumstances, the right to:
  - request erasure of the personal information;
  - request restriction of processing of the personal information; or
  - object to the processing of the personal information-

*[You will note that some of the information has been redacted. The reason for this is that the redacted information relates to [a] third part[y/ies] who have not consented to the sharing of their information with you].*

Some information has not been provided as it is covered by the following exemptions:

*[LIST EXEMPTIONS APPLIED]*

If you are unhappy with this response, and believe Trust has not complied with legislation, please ask for a review by *[following our complaints process; details can be found on our website at [LINK] OR by contacting [INDIVIDUAL (COULD BE DPO OR OTHER APPROPRIATE POSITION)]*.

If you remain dissatisfied following an internal review, you can appeal to the Information Commissioner, who oversees compliance with data protection law. You should write to Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours faithfully

**Lauren Cartwright**

Data Protection Officer **SHINE Multi-Academy Trust**

cc Chair of the Board of Trustees / Headteacher