

Hamble Primary School

Subject Access Request Form (SAR)



Name of submitting person:

Name of individual whose information is being requested:

Relationship:

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 the person 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 Licence
- Utility Bill/Any financial statement (within 3 months old)

Please complete the below

Information Requested	Date Requested (office use only)	Date Issued (office use only)

ID Checked By:	ID Checked Date:	Released/Declined:	Date of Result:

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Please note:

Parents/Guardians or authorities requesting information relating to Children's personal data that we process and store will need to submit a Subject Access Request (SAR) form via the school.

We will seek advice in every case from Hampshire County Council prior to releasing any information.

When responding to requests, we will respond within 1 month of the request. If the request is complex or numerous, we will comply within 3 months but will contact the individual within 1 month to explain this and why the extension is necessary. We will provide the information free of charge.

We will not disclose information if it might cause serious harm to the physical or mental health of the pupil or another individual or would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

If you are unhappy with the result or information released from this SAR, please contact us in the first instance.

Data Protection Officer – Clare Wilding, c.wilding@hamble-pri.hants.sch.uk