



Request from Parent to choose from the following options:

Data Protection Leader:
Arnold Worton-Geer
Contact: 01279 429427

Subject Access Request email – please send an email to the schools office email.

SIRO:
Sue Spearman (Fawbert and Barnard’s) 01279 429427
Bernadette Miele (Tany’s Dell) 01279 866230
Vicky Early (Harlowbury) 01279 423444

The school has a one month window to retrieve the data for given child. This may under certain circumstance be up to three months if there is a high demand. The school will begin the following process.

- Data from the following list needs to be collect:
- Children’s file
 - SIMS
 - Photos/ Videos
 - Emergency contact list
 - Class results
 - Attendance
 - Swimming register
 - Club Register
 - Websites that they are using with personal data
 - Assessments
 - Safe Guarding (if applicable)
 - Behaviour record
 - SEN Register (if applicable)

Data protection Leader/ Data protection officer will check that the relevant data has been collected and ratified.

Information is copied to give a copy to the parent.

Information given to parent by hand in an enclosed letter that is marked private and confidential. This process can take up to 30 days or within 3 months if there are numerous requests