



**Request from Parent to choose from the following options:**

**Data Protection Leader:**  
Arnold Worton-Geer  
Contact: 01279 866230

**Subject Access Request form - please ask for a copy at reception of your school**

**SIRO:**  
David Burles (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

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

Data protection Leader to check that it is all there and completed in the correct time.

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**