

Thomas Telford Multi Academy Trust



Subject Access Request Process and Protocol

December 2023

As an organisation, Thomas Telford Multi-Academy Trust collects and processes data about individuals. The Privacy Notices on the websites explain what information is collected and why.

Any individual, or person with parental responsibility, or young person with sufficient capacity to make a request is entitled to ask what information is held. Copies of the information shall also be made available on request. A generic form to complete is available on the TTMAT website.

Once completed, the request form should be forwarded to the appropriate Headteacher listed below:

Thomas Telford School	Sir Kevin Satchwell	ksatchwell@ttsonline.net
Madeley Academy	Maria Satchwell	msatchwell@madeleyacademy.com
Sandwell Academy	James Saunders	jsaunders@sandwellacademy.com
Walsall Academy	Simon Topper	stopper@walsallacademy.com
TTUTC	Avtar Gill	agill@thomastelfordutc.com
Redhill Primary	Claire Whiting	claire.whiting@redhillacademy.co.uk

To ensure that requests are dealt with in an effective and timely manner, clarification of the terms of a request may be sought.

Before information can be released, evidence of the requester's identity may be required on the basis of the information set out and the signature on the identity will be cross-checked to that on the application form.

Discretion about employees and persons known to the school may be applicable but if ID evidence is not required an explanation must be provided by school staff and signed and dated accordingly

Exemptions to a SAR exist and may include:-

- Education, Health, Social Work records
- Examination marks and scripts
- Safeguarding records
- Special educational needs
- Parental records and reports
- Legal advice and proceedings
- Adoption and Court records and/or reports
- Regulatory activity and official requests e.g. DfE statistical information

- National security, Crime and taxation
- Journalism, literature and art
- Research history, and statistics
- Confidential references

All data subjects have the right to know: -

- What information is held?
- Who holds it?
- Why is it held?
- What is the retention periods?
- That each data subject has rights. Consent can be withdrawn at any time (to some things).
- A right to request rectification, erasure or to limit or stop processing
- A right to complain

Much of this will be contained within the Privacy Notices on the website.

The information will be provided in an electronic format, usually within one calendar month of the request. However, in some circumstances, for example when the Academy is closed for holidays, this may be extended by up to another calendar month.

Following delivery of the information the requester has the right to ask for a review or use the complaint process if they feel that information has not been provided.