



Subject Access Requests to Schools

Requests must be made to School in writing, but not necessarily on a specific form developed by the School.

The identity of the person requesting information must be checked prior to releasing information.

The School has the right to restrict the release of information should it adversely affect the rights and freedoms of others.

Plan how SARs are responded to with template letters and checklists to follow, providing a standardised response.

Although the fee has been removed for SAR requests, a School can still charge for excessive and repetitive requests.

Response to SARs must be in a timely manner and within 30 days, but this can be extended to up to an extra 2 months where requests are complex or numerous; but this must be stated to the person making the SAR.

Retention Policies must state how long information is kept by the School and can be referred to if stating that requested information is no longer held by the School.

Inspiring children to care, learn and achieve

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