

## PROCEDURE: SUBJECT ACCESS REQUEST

DSAR request received - from parent



Work **with** parent to complete the DSAR request form to;

- Validate identity
- Establish type and scope of request

## DSAR Notification Form

Complete form and notify line manager



Central team to acknowledge the request in writing.

Complete searches. EdTech leader will support on this. Key systems - Arbor, Google Workspace, Gmail and CPOMs



Consider the application of any exemptions

Redact where appropriate ensure redactions are logged (document, why and what was redacted). Watermark the response to secure version control.



Consider whether any 3rd party redactions are needed (consent may be needed)



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## Respond and record:

Central team - write covering letter, send secure response ensure decision making, correspondence are logged.