Subject Access Request

ONE MONTH (from day of receipt)

Request Received in writing or verbal	Accepted by post, fax, e-mail or social media#
Date of receipt noted	1 month deadline incl: school holidays & non-working days
Letter of Acknowledgement sent	YourIG Acknowledge -ment template used
Inform YourIG	Advice on disclosure & exemptions, e.g. Access to Education Regulations
ID requestor	Verification of identity of requestor, i.e. drivers' licence/passport
Collate data from electronic & paper sources	Third party information redacted
Check if data can be released	Will disclosure cause serious harm to data subject or any other person?
Data securely sent within timescale	Information sent by using tamper proof envelope, recorded delivery, collected & signed for
Data provided to requestor	

children aged 12 or over would normally be expected to make or authorise their own request

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