[Insert School/Trust Name and Logo]

Dear

**Subject Access Request (SAR)**

We have received a SAR on the [DATE RECEIVED] for [DATA SUBJECT] and will endeavour to provide a full response by the [DATE RECEIVED + 1 MONTH]. The information we will be providing will be:

- [List information, or outline request for clarity]

-

Unless you request otherwise, we will notify you once the information has been prepared and appropriate redactions made. Redactions may be made based on any relevant exemptions identified during the collation process. Exemptions are explained in the following ICO guidance: [Right of access | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/right-of-access/)

Please note from time to time, there may be some unforeseen delays in accessing, collating, or otherwise completing your request. Delays due to staff absence, site closures, physical access, and remote working, or because of resource allocation resulting from changing priorities and external demands made on the school can occur. We will notify you if we encounter any delay.

If you have any questions about the progress of your request, wish to seek advice about your data, or make a complaint please contact our independent Data Protection Officer. This can be done by contacting SchoolPro TLC on DPO@SchoolPro.uk.

You are also able to gain further support or make a complaint to the Information Commissioner’s Office at <https://ICO.org.uk>, although we would encourage you to speak to the Data Protection Officer in the first instance.

Regards,