[Insert School/Trust Name and Logo]

Dear

**Subject Access Request (SAR) Response**

Please find included the response to your SAR dated [DATE RECEIVED] for [DATA SUBJECT]. The supplementary information we are required to provide as part of the SAR process can be found in our Privacy Notice for Pupils and Parents, and our Data Protection Policy. These have both been included with your data.

To confirm, as per your request, the information we are providing for this SAR includes:

- [List information requested or agreed on with the data subject]

-

Redactions have been made to this data based on 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/). The exemptions identified and applied in this instance include (but are not necessarily limited to) the following:

[Delete the exemptions as applicable and amend the previous sentence if only exemptions stated are being used.

Note – it is not always appropriate to state exactly which exemption you have relied on for your redactions. Stating this may also increase the risk of causing harm. **For example, it wouldn’t ever be appropriate to state that you have applied the child abuse exemption.**

We have included here the exemptions that you are most likely to use and notify a data subject about with regards to a SAR. For the full list of exemptions you might use with a SAR, please see the ICO’s guidance linked above or our own guidance on exemptions - <https://schoolpro.uk/2022/03/subject-access-requests-our-guidance-for-schools-colleges-trusts/>.]

**Information about others**

There is an exemption in the DPA 2018 that says we do not have to comply with a SAR, if doing so means disclosing information which identifies another individual, except where:

* the other individual has consented to the disclosure; or
* it is reasonable to comply with the request without that individual’s consent.

In this case, we have identified instances where information about others has needed to be redacted as per this exemption.

**Confidentiality** [Amend as applicable to the specific request]

A duty of confidence arises where an individual discloses genuinely ‘confidential’ information (i.e. information that is not generally available to the public) to us, with the expectation that it remains confidential. This expectation might result from:

* the content and context of the third-party data. For example, if it reveals that the third party is the subject of an ongoing disciplinary investigation; or
* from the relationship between the parties. For example, the following relationships would generally carry with them a duty of confidence:
  + Medical (doctor and patient).
  + Employment (employer and employee).
  + Legal (solicitor and client).
  + Caring (counsellor and client).
  + Trade Unions (trade union representative and member)

However, we will not always assume confidentiality and have only applied it where we feel it is genuinely applicable.

**Education data – processed by a court**

This exemption can apply to education data (personal data in an educational record) processed by a court which is relevant in this case. The exemption applies if the education data is:

* supplied in a report or evidence given to the court in the course of proceedings; and
* those proceedings are subject to certain specific statutory rules that allow the education data to be withheld from the individual it relates to.

If you have any questions about 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](mailto: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,