



## SUBJECT ACCESS REQUEST (SAR) PROCEDURE – Centre Assessed Grade August 2020

<b>Audience</b>	Students/ Parents/ Carers
<b>Date for renewal/updates/review</b>	N/A
<b>Named person responsible for monitoring</b>	Business Manager

### 1. Purpose

- 1.1 This document sets out our procedure for responding to subject access requests (SAR) under the General Data Protection Regulation 2018 in relation to Centre Assessed Grades.
- 1.2 Students have a legal right to see their data, including their Centre Assessed Grades, the Ranking position and data used by the school to determine these after GCSE and/or A-Level/BTEC results have been published.
- 1.3 The Sir William Ramsay School Summer 2020 Results and Appeals process document deals with how students can appeal their result and request the Centre Assessed Grade and Ranking position data that the school provided to the Examinations Body. This document deals with requests for access to the data used by the school to determine a student's Centre Assessed grade and Ranking – these requests will be dealt with as Subject Access Requests.
- 1.3 It is the General Data Protection Regulation in the UK that explains the rights and responsibilities of those dealing with personal data. All staff are contractually bound to comply with the General Data Protection Regulation and other relevant School\Academy\Trust policies relating to data protection.

### 2. Who can make a Subject Access Request?

- 2.1 Students can make a SAR – it must be made in writing and be clear about what information is being requested (details of data used to determine grade/ranking).
- 2.2 Parents can make the request but they MUST have the student's consent. If consent is not evidenced in the SAR, the school will contact the student to get. The timescale for responding to the SAR starts when the consent is received.

### 3. What is the timeframe for responding to Subject Access Requests?

- 3.1 The school has **one calendar month** starting from when it receives the request or consent to provide the information.
- 3.2 If the SAR is submitted before results have been published then the school has 40 calendar days from the results day to provide the information. (22<sup>nd</sup> September for A-levels/ BTECS and 29<sup>th</sup> September for GCSE's)

#### **4. Process for Managing SAR**

- 4.1 All SARs in relation to the summer 2020 exam season must be sent to the Exams Officer immediately ([smeakings@swr.school](mailto:smeakings@swr.school)).
- 4.2 The Exams Officer will send an email confirming receipt of the request.
- 4.3 The Business Manager will use the centrally stored departmental Centre Assessed Grades spreadsheets to provide the requested information. Any names or initials of other students will be redacted prior to the information being sent.