

## **Ferndown Upper School – Subject Access Request (SAR) Procedure**

### **1. Student Consent**

- All students at FUS are aged 13 or older, so their explicit permission is required to process a SAR.
- If the student is no longer enrolled at the school, they must present valid ID when collecting the SAR.

### **2. Case-by-Case Evaluation**

- Each SAR is assessed individually.
- The school will work with the requester to narrow the scope of the request to reduce administrative burden and potential costs.

### **3. Charging Policy**

- A 'reasonable fee' may be charged if the request is:
  - Manifestly unfounded or excessive or
  - Involves multiple / repeat requests.
- The school may refuse to comply with some requests if they judge them to be too unfounded or excessive or repeat requests.

### **4. Determining Excessiveness**

- The number of emails generated by a search is the key factor.
- Emails must be reviewed by safeguarding staff to protect third-party data.
- Over one thousand emails will generally be considered excessive.

### **5. Free of Charge Services**

The following are provided at no cost:

- Staff time to process the request.
- Staff time to locate and print emails.
- Staff time to locate and photocopy hard copy reports or logs.

### **6. Fee Calculation**

- Fees are based on:
  - Time required to review the emails.
  - Printing costs.
- The Data Protection Officer (DPO) will:
  - Estimate the number of emails involved.
  - Provide a cost estimate to the requester.
  - Allow the requester to revise the scope or agree to the fee.

### **7. Payment Requirement**

- If a fee is applicable, the school will not proceed with the SAR until payment is received.