

Subject access requests (SAR)

Individuals have a right to make a 'subject access request' to request a copy of the personal information that we hold about them. To help individuals exercise this right, the Information Commissioners' Office has an online form: <https://ico.org.uk/for-the-public/make-a-subject-access-request/>.

We ask that Subject Access Requests (SARs) are made using this form so that we can ensure that we provide the information you would like. However, SARs can also be made verbally or by letter or email: office@omat.org.uk.

When submitting your request, we kindly ask that you specify:

- **the details of the information that you want** (*please be very specific, e.g. 'My employee file'; or 'Emails containing my name sent between 'person A' and 'person B'; or 'My child's attendance records held at School C)*
- **the time period** (*Give a date range of the information you are requesting, eg 'From 1 April 2022 to 31 March 2023'. Give times if they're relevant, eg 2-3pm for CCTV footage, or say what time the call started if you're requesting a phone call transcript)*

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request in respect of their child we consider whether the child is mature enough to understand their rights.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our Trust may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

On receipt of a SAR we may ask for 2 forms of identification, for example a passport and utility bill.

We will also:

- confirm the request in writing and our understanding of the information requested
- respond without delay and within 1 month of receipt. Where a request is complex or numerous we may extend this to 3 months. We will confirm this within 1 month, and explain why the extension is necessary

In certain circumstances we may not disclose information. When we refuse a request, we will explain why, and provide information on how to complain to the Information Commissioners Office.

There is generally no charge for a SAR. However, if the request is considered to be manifestly unfounded or excessive' we may charge an administration fee or refuse to provide the information. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information.

We maintain a register of SAR received to enable us to monitor this.