

## **SUBJECT ACCESS REQUESTS**

The school office may be closed outside of term time. Any requests made during holidays may not be completed by our staff until the school reopens. This includes Subject Access Requests (SAR) under GDPR and Freedom of Information Requests. Due to the complexities of replying to such requests during the school holidays, we may need up to 2 months, although we will endeavour to complete it more quickly, and usually within the standard 30 days once we are satisfied with your identity and the school is open. If we need longer than this during term time, we will inform you. See <https://ico.org.uk/your-data-matters/time-limits-for-responding-to-data-protection-rights-requests/> for clarification of this information.