Primary School Subject Access Request Flowchart

SAR is placed → Capture and Record the SAR and identify the data subject

Request ID to verify the person requesting the SAR

Notify Plumsun (DPO- Data Protection Officer) of the SAR and collect the data

Verify if any data needs redacting (Plumsun can support with this)

Review and approve data

Prepare the response

Deliver and close the request