

Data subject access request - Requests must be processed in 30 days

Parent request

Print out of Integris file – basic data held
Print out attendance records
Print log on details of Purple mash, Fit4schools, google Chrome
Print assessment record – Integris and internal records
Accident forms
Check the serious accident logs/ trip and visits – any issues
Print parent conversation documents
Red card forms that have not been destroyed
Bound book entries

Were there any attendance issues?

- Print copies of any agreements
- Print copy of attendance register

Were there any safeguarding/TAF/EHA issues?

- print copies from google drive of forms/ correspondence
- Check paper file

Were there any SEND concerns?

- Photocopy green file and check against electronic documents
- Check for any class books/ notes

Was the child PP?

- Copy of any notes
- recent pupils feedback forms
- Pupil passports