

Subject access request checklist

Name of family:

Specific pupil or all?

Date of request:

Date data must be provided by:

Data group	Where will it be found?	Copy made	Not Applicable
General registration information	Integris		
Attendance record Attendance issues – parent agreements	Integris		
Log on details for Purple Mash Google Chrome Fit4 Schools	Class teacher		
Assessment data -Held on Integris -Internal data – pupils sheet(QCA etc) -Internal curric data	INtegris Google Drive (teachers)		
Accident forms – none serious (kept for 1 year) Serious accidents Trips and visit accidents	Locked roof		
Parent conversations	Locked in cupboard		
Behaviour Red card incidents (held for 1 year) Print out from Integris Bound book	Integris Bound book – locked in office Current red cards		

Safeguarding Copies of any paperwork held paper and on file	Locked cupboard Google drive		
SEND Copy of green file Copy of observations (that year) Classbooks – copy made if child has one	Locked cupboard Google drive		
Pupil Premium Copy of any documents held – file/ electronically	Locked cupboard Google drive		

All data has been provided for.....

Any other data has been destroyed, if the pupil has moved to a new school they will now hold the records.

Signed.....

Date.....

Checked..... Date.....