Litebite 20

Subject Access Request Report for Pupils & Staff

This report enables schools to respond to **Data Subject Access Requests (SARs)** and allows the school to extract information to meet the request.

This report should be used according to the procedures outlined in your school's Data Subject Access Request Policy.

There are two SAR reports – one to extract **pupil information** (section A)
and the other to extract **staff information** (section B).

A. Subject Access Request Report for Pupils

All personal data held on an individual pupil has been divided into the following groups.
Note: *some of these groups will not be relevant for your school phase and will only be visible if the functions have been enabled/used..*

Subject Access Request (Student)

Student: 🔍

Student Details:	Download
Contacts:	Download
Behaviour Incidents:	Download
Session Attendance:	Download
Custom Registers:	Download
Assessment (current records):	Download
Assessment (historical records):	Download for Academic Year: ▾
Exams:	Download
Programme Management:	Download
Account:	Download
Activities:	Download
Daily Meals:	Download
Reporting to Parents:	Download
Student Photo:	Download
Student Documents:	Show Documents
Behaviour Incident Documents:	Show Documents

Run a Subject Access Request Report for pupil information

1. Go to **Reports > Administration > Student Reports > Subject Access Request**

2. Click the mag glass icon to access the ***General Student Search*** screen and find and select the pupil to whom the SAR relates

Subject Access Request (Student)

Student: [   ] 🔍

3. The various Download buttons will now become active.
    Note: *the download buttons will be active for the relevant sections of data irrespective of whether data is present or not for the pupil or whether you are actively using the function*

Student Details:	Download
Contacts:	Download
Behaviour Incidents:	Download
Session Attendance:	Download
Custom Registers:	Download
Assessment (current records):	Download
Assessment (historical records):	Download for Academic Year: [Not specified ▾]
Exams:	Download
Programme Management:	Download
Account:	Download
Activities:	Download
Daily Meals:	Download
Reporting to Parents:	Download
Student Photo:	Download
Student Documents:	Show Documents
Behaviour Incident Documents:	Show Documents

4. Click the relevant **Download** button for the data group. [*see **Notes** below for Assessment & Student Documents]*

5. **For the first Download you click on, you will see a pop-up window asking you to confirm that you have read the statements concerning reviewing the accuracy, legitimacy and security of the data being downloaded**.
    Please ensure you read through these statements and take any action as necessary.
    Click on the *'I confirm…'* tick box and click Ok to continue.

> ### Subject Access Request ✕
>
> The Subject Access Request downloads contain either personal data and/or special categories of personal data (the "Data").
>
> The downloads should be reviewed before disclosing to other parties to check Data accuracy and also redact any unnecessary or highly sensitive data (for example, the names of other data subjects).
>
> SESL is not responsible for the accuracy, quality, integrity or reliability of the Data.
>
> Please ensure the downloads are stored in a secure environment to prevent unauthorised access or accidental loss, destruction or damage.
>
> ☐ I confirm that I have read and understood the above statement.
>
> OK

6. The data 'downloaded' is extracted into a file (either a csv or txt file) and depending on your browser settings, the extract file will be saved in your Downloads folder automatically or you will be able to select the folder to save it in.
    For example, this is the Contacts information held saved in a txt file:

```
Subject Access Request – Contacts
------------------------------------------------------------
Student: Day, Doris (222)
Generated on: 2023-08-24 12:03:13
Generated by: Mr PC Catman
School: CBICT School of Excellence
School Address: Felpersham Lane, Borchester, Borcetshire, BO3 6PL
LEA/DfE: 001/5576

------------------------------------------------------------
Contact – Parent/Guardian 1
------------------------------------------------------------
Main Contact Details
    Title: Mrs
    Initials:
    Surname: Day
    First name: sarah
    Middle name(s):
    Gender: Female
    Language: English
    Occupation:
    Relationship: Mother
    Parental responsibility: True
    Emergency ranking: 0
    Student resident: True
    Fees billing: False
    Family mail marker: True
    FSM applicant: False
    Notes: Ghgjghgh
    Salutation: Mr & Mrs Day
```

7. Open the downloaded information file and look through the information carefully.

    Please ensure that the extract is held securely.

Notes:

If selecting **Assessments** – select the academic year first and then click Download – this extract will open into a spreadsheet.

Student Documents/ Behaviour Incident Documents – this relates to any documents stored in the pupil record on the 'Documents' screen. You will need to select from a list of documents stored and click on the Download button

A. Subject Access Request Report for Staff

All personal data held on an individual staff member has been divided into the following groups.

Note: some of these groups will not be relevant for your school if the functions have not been enabled/used.

Subject Access Request Report for Pupils & Staff

Run a Subject Access Request Report for Staff information

1. Go to **Reports > Staff > Staff Reports > Subject Access Request**

2. Click the mag glass icon to access the *General Staff Search* screen and locate the staff member

Subject Access Request (Staff)

Staff: [ ] 🔍

3. The various Download buttons will now become active.
    Note: *the download buttons will be active for the relevant sections of data irrespective of whether data is present or not for the staff or the function is being used.*

Staff Details:	Download
Contacts:	Download
Absences:	Download
Cover:	Download
Programme Management:	Download
Activities:	Download
Training:	Download
Account:	Download
Custom Registers:	Download
Staff Documents:	Show Documents

4. Click the relevant **Download** button for the data group. *[See Notes below for Staff Documents option].*

5. For **the first Download you click on, you will see a pop-up window asking you to confirm that you have read the statements concerning reviewing the accuracy, legitimacy and security of the data being downloaded.**

    Please ensure you read through these statements and take any action as necessary.
    Click on the *'I confirm…'* tick box and click Ok to continue.

Subject Access Request ✕

The Subject Access Request downloads contain either personal data and/or special categories of personal data (the "Data").

The downloads should be reviewed before disclosing to other parties to check Data accuracy and also redact any unnecessary or highly sensitive data (for example, the names of other data subjects).

SESL is not responsible for the accuracy, quality, integrity or reliability of the Data.

Please ensure the downloads are stored in a secure environment to prevent unauthorised access or accidental loss, destruction or damage.

☐ I confirm that I have read and understood the above statement.

OK

6. The data 'downloaded' is extracted into a file (either a csv or txt file) and depending on your browser settings, the extract file will be saved in your Downloads folder automatically or you will be able to select the folder to save it in.
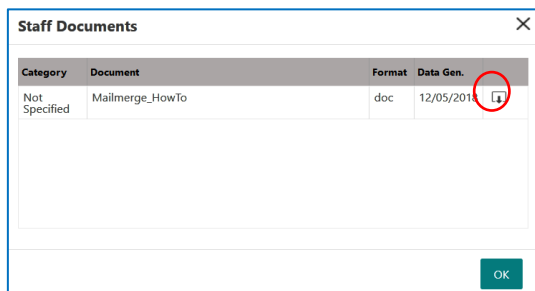   *For example, this is the Contacts information held saved in a txt file:*

```
-----------------------------------------------------------------------
Subject Access Request – Contacts
-----------------------------------------------------------------------
Staff: Catman, Phillip (54)
Generated on: 2023-08-24 12:22:35
Generated by: Mr PC Catman
School: CBICT School of Excellence
School Address: Felpersham Lane, Borcheser, Borcetshire, BO3 6PL
LEA/DfE: 001/5576
```

7. Open the downloaded information file and look through the information carefully.

   Please ensure that the extract is held securely.

Notes:
Staff Documents – this relates to any documents stored in the staff record on the 'Documents' screen. You will need to select from a list of documents stored and click on the **Download** button