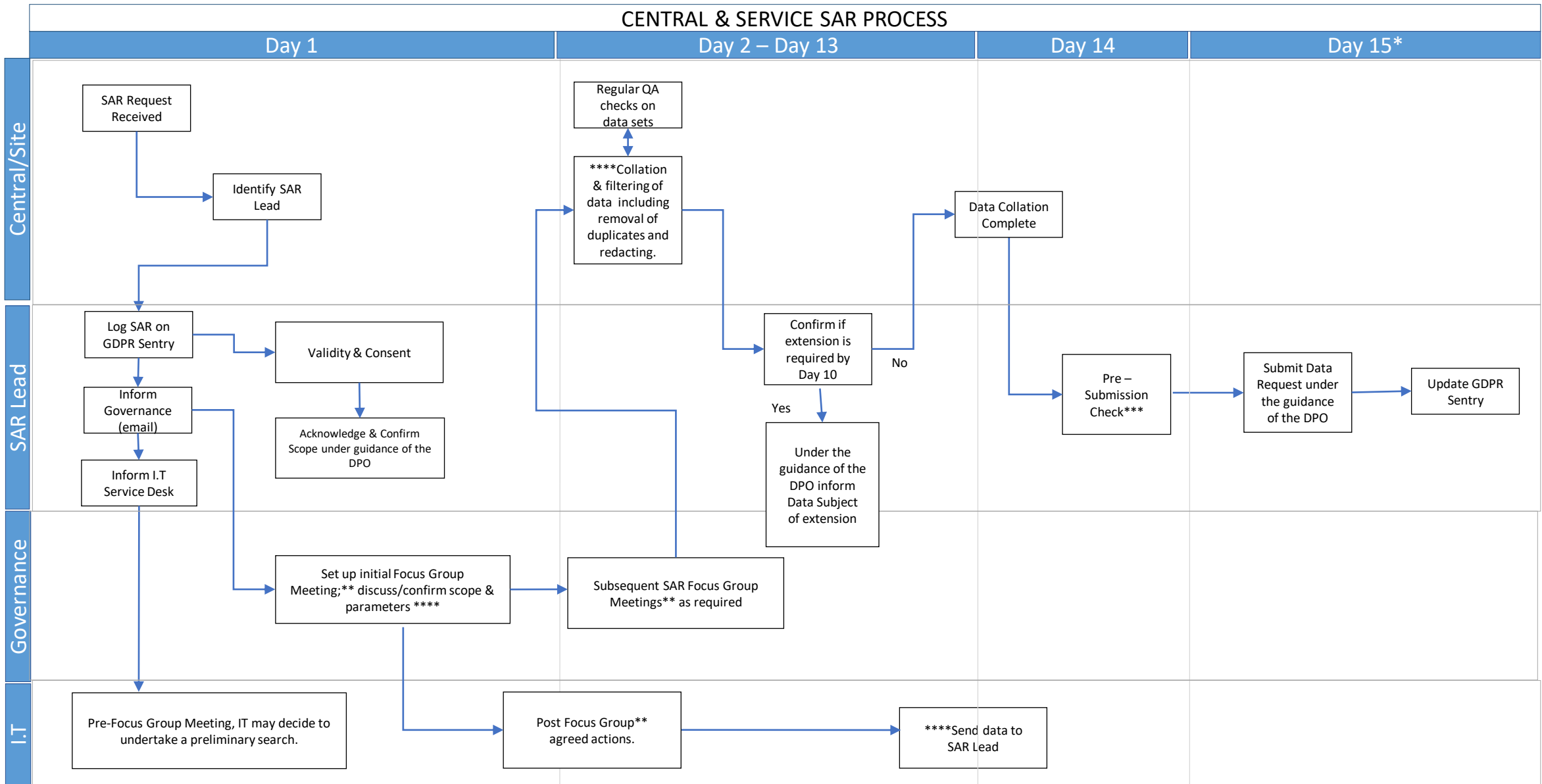


CENTRAL & SERVICE SAR PROCESS



*Pupil Information Request to be completed within 15 school days. Contingency plan to be activated if record not provided within timeframe.

- **SAR Focus Group Meeting
- Identify Team
 - Define Scope
 - Assign owners
 - Create action plan
 - Communicate

- ***Pre-Submission Check
- How is the data being submitted to the data subject.
 - QA check on redacted data set/s.

****Consideration - If SAR is from a previous/current employee a 'first pass' redaction is required by the Group Financial Operations Manager and/or Head of HR Operations.