



Subject Access Requests may be made verbally or in writing to any member of staff. However, we recommend data requests are sent directly to the GDPR administrator - Mrs Bailey, by email to cbailey@stewardsacademy.org

We also provide a Subject Access Request form, although it is not compulsory to use it, we recommend you please fill it in and send to school via the email above.

We will help any data subjects access their data, and most of the year we aim to do this in a timely manner, but during school holidays when some staff are not in school this may become more difficult.

We have a calendar month to get the requested data to you, unless for any reason the request is classed as 'complex', for example if it is an extraordinary large amount of information, in this case you will be advised in writing and an extension may be required to process.