Subject Access Requests

Guidance on Searching for Records

Type of Records Searched	Location of Records	Search Terms Used (if applicable)
Electronic files, e.g. your section's shared drive, or individual staff drives		
Databases and systems,		
Paper filing systems, including archived records		
Information held by a third party on behalf of the school		
If emails have been specifically requested and the information would not already be held in the above:		
Relevant email accounts, both individual staff member accounts and generic accounts		
Email archive system for deleted emails (contact your DPO for further information on 'deleted emails')		
If any staff have left but may have had relevant emails in their email accounts contact your DPO		
Information should never be held in personal email accounts (home email accounts) but if you believe this may be the case, contact your DPO for advice.		
Also search the following if the information would not already have been recorded in the databases/files above:		

Information held by individual members of staff, e.g. in notebooks		
Staff mobile phones or tablets		
Governors/Trustees who hold information related to the request		
If CCTV has been specifically requested, or you believe there may be CCTV footage relevant to the request, contact the DPO		
Any other records searched:		