

SAR Scoping Form (template)

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Operated by: Nudge Education Ltd · **Owner:** Data Protection Officer

About this template

A Subject Access Request (SAR) is a right under UK GDPR Article 15. Any individual — including a learner, a parent acting for a learner under 13, or a former staff member — may request a copy of personal data Nudge Education holds about them. The SAR scoping form is used by the Data Protection Officer to clarify the scope of the request and identify the relevant data holdings before responding within the statutory one-month timescale.

For the procedural framework, see the **SAR Request Policy**.

Form template

SAR SCOPING FORM

OTHER PROFESSIONALS	OTHER PROFESSIONALS
Please state your preferred approach to disclosing the personal details of other professionals: (i.e. names, telephone numbers and email addresses)	Teachers ☐ Disclose names/email addresses ☐ Do not disclose names /email addresses Standard considerations highlighted
ESCALATION AND SIGN OFF	ESCALATION AND SIGN OFF
During the project we may need to escalate issues to you. Please set out any escalation processes/contacts.	During the project we may need to escalate issues to you. Please set out any escalation processes/contacts.

OTHER PROFESSIONALS**OTHER PROFESSIONALS**

Who should issues be escalated to,
and how?

Who does the final review need to
be returned to? Please provide a
name and email address.

Would you like an auditable copy of
the redactions? i.e. with transparent
redactions applied.

Would you like fully redacted pages
removing before the data is
returned to you?

Document control

Field	Value
Owner	Data Protection Officer
Status	live
Source file	5. Nudge Education - Documentation for Commissioning Purposes/Data Protection/SAR scoping form.docx