



How to Send and Receive Subject Access Requests via Raise Education Data Portal

1. You will be emailed a link with a username and password.
2. Save the link <https://raiseeducation.dataexchange.eu/login> to your favourites for easy access.
3. When your school receives a Subject Access Request (SAR)
 - a. Log into the blue link above.
 - b. Copy and paste the original SAR message received in the message box
 - c. In the *Reference* box type *urgent* if applicable
 - d. Drag and drop all relevant files, folders or emails/.pst in to the blue box.
 - e. Click on *SEND FILES*
4. Raise Education will receive the upload immediately and manage the request on your behalf. You will be sent an automated downloaded email to know your SAR is being actioned.
5. After files have been processed by Raise Education, you will be emailed a link to download the SAR for your approval.
6. You release the approved SAR to the requester.

Please note, most schools sending us emails and attachments will do so on Outlook.

If you are unsure on how to do this then we are just a phone call away or can show you how to do this on Teams.