



Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools

Subject Access Request Policy and Procedure

'Working Together to expect the best'

2022

Subject Access Request Policy and Procedure

Last updated: June 2022

Review Date: June 2023

Version: 2

Document owner: DPO

The Federation of Savile Town CE (C) Infant & Nursery School and Thornhill Lees CE (VC) Infant & Nursery School

Introduction

All personal data processed by Savile Town & Thornhill Lees CE (VC) Infant & Nursery Schools is within the scope of this policy. Personal data that is asked for as a matter of routine e.g. copies of employment contracts, job descriptions or other information already received by data subjects.

Data subjects are entitled to ask:

- Whether Savile Town & Thornhill Lees CE (VC) Infant & Nursery School is processing any personal data about that individual and, if so, to be given:
 - a description of the personal data;
 - the purposes for which it is being processed; and,
 - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which Savile Town & Thornhill Lees CE (VC) Infant & Nursery School derived the information; and

Responsibilities

The Head Teacher is responsible for the application and effective working of this policy and procedure, and for reporting to the Governor Body on Subject Access Requests (SARs).

The Business Manager is responsible for handling all SARs, with the advice and guidance of the Data Protection Officer.

Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period

- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request, they must immediately forward it to the Business Manager.

Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

A record of the Subjects Access Request and the subsequent disclosure will be retained for a period of 12 months and a record of each disclosure will be recorded on the SAR Register.

Children below the age of 13 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

Responding to subject access requests – Procedure

When responding to requests, we:

- Ensure the application is made using our '**Subject Access Request (Form)**' at **Annex A**
- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Request the Data Subjects permission to disclose the data to a parent or guardian
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

Collection will entail either:

- Collecting the data specified by the data subject, or
- Searching all databases and all relevant filing systems (manual files) of Savile Town & Thornhill Lees CE (VC) Infant & Nursery Schools, including all back up and archived files, whether computerised or manual, and including all e-mail folders and

archives. The ICT Lead maintains a data map that identifies where all data in the School is stored.

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Is contained in adoption or parental order records
- Is given to a court in proceedings concerning the child
- Information covered by legal professional privilege
- Negotiations with the data subject in relation to the request
- Information for crime prevention or detection
- Management forecasts
- Information used for research, historical or statistical purposes

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which considers administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Supplying the data to the data subject

The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on the '**Responding to a Subject Access Request (Form)**' at **Annex B** that shows the data subject's name and the date on which the information is delivered.

The electronic formats used for responses to SARs are:

CSV files;

Excel files;

Word files;

All machine-readable transitions require a robust level of encryption to send the information to a data subject and or transmit that data to another controller, at the written request of the Data Subject.

This policy will be reviewed on a bi-annual basis.

Annex A to Subject Access Policy & Procedure

Subject Access Request (Request Form)

[Insert date]

insert your school name and address

Re: subject access request

Dear *school*,

Please provide me with the information about me that I am entitled to under the UK General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Relationship with the school	<p>Please select:</p> <p>Pupil / parent / employee / governor / volunteer</p> <p>Other (please specify):</p>
Correspondence address	
Contact number	
Email address	
Details of the information requested	<p>Please provide me with:</p> <p><i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i></p> <ul style="list-style-type: none">• My personnel file• My child's medical records• My child's behavior record, held by <i>[insert class teacher]</i>

	<ul style="list-style-type: none">• <i>Emails between 'A' and 'B' between [date]</i>
--	--

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely,

[Insert Name]

Annex B to Subject Access Policy & Procedure

Responding to a Subject Access Request (Form)

[Insert date]

Insert your school's name and address

Re: subject access request

Dear *insert the name of the individual who submitted the subject access request*

Please find enclosed the information that you requested under the UK General Data Protection Regulation (UK GDPR).

Your name	
Your relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Details of the information you requested/enclosed	<i>Insert details of the specific information requested, such as:</i> <ul style="list-style-type: none">• <i>Your personnel file</i>• <i>Your child's medical records</i>• <i>Your child's behavior record, held by [insert class teacher]</i>• <i>Emails between 'A' and 'B' between [date]</i>
Date you requested the information	
Date we supplied the information	<i>This must be within one month of the above date</i>
Format we supplied the information	<i>For example, encrypted USB stick accompanying this letter</i>

[Ensure we send the data either manually or electronically and record a copy on the schools Server]

If you need any further advice relating to your subject access request, you can contact:

*The School Business Manager on **Insert Number** or Matthew Keefe – Data Protection Officer – via matt@keeffeandassociates.co.uk stating the school your enquiry is in relation to.*

Yours sincerely,

[Insert Name]