



Schedule 2 - Subject Access Request Policy

Introduction

Under the General Data Protection Regulation (GDPR), you have a right to receive confirmation that an organisation processes your personal data, and also a right to access that data so that you may be aware of it and are able to verify the lawfulness of the processing. The process for doing so is called a subject access request and this policy sets out the procedure to be undertaken when such a request is made by you regarding data processed about you by the School.

What is personal data?

“Personal data” is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, including your name.

“Special categories of personal data” includes information relating to race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation.

Making a subject access request

Subject access requests must be made in writing and including by email and can be made using the form appended to this policy. Including specific details of the data you wish to see in your request will enable a more efficient response from the School. We may need to contact you for further details on your request if insufficient information is contained in the original request.

Requests may be made by you personally or by a third party e.g. a solicitor acting on your behalf. We will request evidence that the third party is entitled to act on your behalf if this is not provided at the same time as the request is made.

Upon receiving a subject access request

The School will comply with your request without delay and at the latest within one month. We may be unable to supply certain pieces of information that you have requested. This may be because it is subject to legal privilege or relates to management planning. Where this is the case, the School will inform you that your request cannot be complied with and an explanation of the reason will be provided.

Before supplying the data (where appropriate) we may contact you asking for proof of identity. You must produce this evidence for your request to be complied with.

Your request will normally be complied with free of charge. However, we may charge a reasonable fee if the request is manifestly unfounded or excessive, or if it is repetitive. In addition, we may charge a reasonable fee if you request further copies of the same information. The fee charged will be based on the administrative cost of providing the information requested.

Refusing a request

The School may refuse to comply with a subject access request if it is manifestly unfounded or excessive, or if it is repetitive. In these circumstances, we will write to you without undue delay and at the latest within one month of receipt to explain why we are unable to comply. You will be informed of the right to complain to the Information Commissioner and to a judicial remedy.

Policies reviewed by F&GP committee in March 2021 and approved by Full Governing Board in March 2021
Next review due March 2023.

Appendix to Schedule 2

SUBJECT ACCESS REQUEST FORM

Notes for completion:

You should complete this form to make a subject access request, which means you are asking the School to confirm to you that it processes your personal data, and to obtain access to that data. The process to deal with a subject access request is contained with the General Data Protection Regulation (GDPR).

| Personal details | |
|---|--|
| Your name: | |
| Telephone number: | |
| Email address: | |
| Home address: | |
| Information sought | |
| Please use the space below to describe, in as much detail as possible, the information you wish to have access to. If appropriate, please include any dates relevant to the information sought. | |
| | |
| Data Subject declaration | |
| I confirm that I am the individual named above and the information requested above is in relation to me. I understand that I may be required to provide evidence to verify my identity. | |
| | |
| Your signature: | |
| Date: | |