


<p align="center">Subject Access Requests Guidance</p>	
<p>DATE OF ADOPTION: May 2018</p>	
<p>DATE OF NEXT REVIEW: May 2020</p>	

What are subject access requests?

Individuals have the right to access the personal data and supplementary information that Decoy Primary School holds about them. This allows them to be aware of, and verify the lawfulness of, the school processing this data.

This right applies to everyone whose personal data the school holds, including staff, governors, volunteers, parents and pupils.

The new rules: in summary

There are changes to subject access requests under the General Data Protection Regulation (GDPR), in force from 25 May 2018. In most cases, Decoy Primary School:

- Must provide the information **free of charge**
- Must comply within **1 month**
- Should provide the information in a commonly used electronic format, if the request was made electronically

The School Data Protection officer (DPO) will deal with all subject access requests in schools. This advice is based on the ICO guide.

Requests

Decoy primary School has a form for individuals to use when making a request (Annex 1). Please complete and return to the school office. The school will respond to Subject Access Requests made in other formats.

Following Receipt of a Request

- On receiving a request, the school will contact the individual via phone to confirm the request was made. The DPO will request verification of the identity of the person making a request using 'reasonable means'

- This could be a request for two forms of identification. However, this may not be necessary- for example, staff, governors and pupils will be known to the school staff and can be verified by checking with a staff member.
- In most cases the school must provide the information within 1 month, and free of charge. If the request is complex or numerous, the school can comply within 3 months, but we will inform the individual of this within 1 month and explain why the extension is necessary
- If the request is made electronically, the school shall provide the information in a commonly used electronic format

'Unfounded or excessive' requests

Usually 'unfounded or excessive' means that the request is repetitive, or asks for further copies of the same information.

If the request is unfounded or excessive, you can either:

- Charge a reasonable fee for you to comply, based on the administrative cost of providing the information
- Refuse to respond
- Comply within 3 months, rather than the usual deadline of 1 month - you must inform the individual of this and will explain why

Refusing a request

If the school refuse a request, the DPO shall:

- Respond to individual within 1 month
- Explain why the school is refusing the requests
- Explain to the individual they have the right to complain to the ICO

Requests during School Holidays

The school should comply to a request within the same time frame during a school holiday. The school is happy to help individuals access their information in a timely manner, but will find it difficult to respond during the summer holidays

ANNEX 1

Decoy Primary School

Deer Park Road

Newton Abbot

TQ12 1DH

Re: subject access request

Dear **Mrs Carrodus**

Please provide me with the information about me that I am entitled to under the 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	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with: <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> <ul style="list-style-type: none">• Your personnel file• Your child's medical records• Your child's behavior record, held by [insert class teacher]• Emails between 'A' and 'B' between [date]

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

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, you must supply me with the information within 1 month.

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,

Name