

# All Saints CE (VC) First School, Busy Bees Nursery & Kingfisher Club

## Procedure for Subject Access Requests

Date adopted: November 2019

To be reviewed: November 2020

### **What are subject access requests?**

Individuals have the right to access the personal data and supplementary information we hold about them. This allows them to be aware of, and verify the lawfulness of, you processing this data.

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

### **Who deals with subject access requests?**

The school's Data Protection Officer will deal with all subject access requests received. This is based on advice from the [Information Commissioner's Office's guidance](#).

### **How we will respond to subject access requests**

On receiving a request, our Data Protection Officer will contact the individual via phone to confirm the request was made. We will then verify the identity of the person making a request using 'reasonable means'. Generally, this means we will ask for two forms of identification.

In most cases, we will provide the information within 1 month, and free of charge. If the request is complex or numerous, we 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, we will provide the information in a commonly used electronic format.

We recognise that school holidays are counted in the response time and if we receive a request in the school holidays, we will still respond within the same time frame, if the request has been made to the Headteacher email account.

### **'Unfounded or excessive' requests**

If the request is unfounded or excessive, we will 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; however, we will always inform the individual of this and will explain why

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

### **Refusing a request**

When we refuse a request, we will:

- respond to them within 1 month
- explain why we are refusing the request
- inform the individual that they have the right to complain to the Information Commissioner's Office

Date: \_\_\_\_\_

All Saints CE(VC) First School  
Standon

## Re: subject access request

Dear schools Data Protection Officer

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: Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example: My personnel file My child's medical records My 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, 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](http://www.ico.org.uk)

Yours sincerely,

All Saints CE(VC) First School, Busy Bees &amp; Kingfisher Club

[Insert date]

**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 General Data Protection Regulation (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	Insert details of the specific information requested, such as: 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]
Date you requested the information	
Date we supplied the information	This must be within one month of the above date
Format we supplied the information	For example, encrypted USB stick accompanying this letter

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

[Insert name and method for contacting the Data Protection Officer at your school.]

Yours sincerely,

Dear [name],

## Re: your subject access request

I can confirm that [school name] received your request on [date] to see the following data that we hold about you:

> [Summarise the data requested]

If you expect to respond within 1 month, insert:

We will respond to your request within 1 month, as required under the General Data Protection Regulation (GDPR).

We don't think we will need to extend the response time, which we're able to do when requests are complex. However, if it becomes clear that we do need to extend the response period by up to 2 months, we will let you know by [date – this will be 1 month from when you received the request].

If you think the request is too complex to respond within 1 month, insert:

In most cases, we will respond to subject access requests within 1 month, as required under the General Data Protection Regulation (GDPR). However, under article 12 (3), we are able to extend this period by up to 2 months for complex requests.

We anticipate that your request will be too complex for us to fulfil within 1 month.

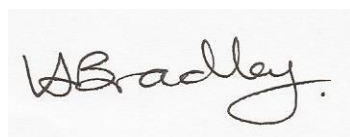
In particular, [insert more details to explain why you have judged that this request is too complex].

We will respond to your request by [date – which will be 3 months from the date the request was received] at the latest.

If you disagree with this decision, you can contact the Information Commissioner's Office by calling 0303 123 1113, or going to the following webpage: <https://ico.org.uk/global/contact-us/>

We are sorry for any inconvenience this may cause you,

Yours sincerely,

A handwritten signature in black ink that reads "VBradley". The signature is written in a cursive style with a period at the end.

Vicki Bradley  
Headteacher