



# SPELLBROOK C of E PRIMARY SCHOOL (VC)

*Learn together - Enjoy together - Succeed together*

*"In everything - in every circumstance - do to others as you would have them do to you."*

Matthew 7:12

## Subject Access Request Policy

<b>Document Information</b>			
<b>Policy Number:</b>	GDPR-A-S-061-v2	<b>Section:</b>	GDPR
<b>Review Cycle:</b>	Bi-Annual	<b>Type:</b>	Statutory
<b>Responsibility:</b>	Resources Committee	<b>Next Review:</b>	November 2024
<b>Reviewed by:</b>	FGB	<b>Ratified by FGB:</b>	9/11/22

The following amendments have been made to this policy since the 'ratified by' date.

Date	Page number	Section	Details of change

These changes / recommendations will be reviewed / ratified by Full Governing Body for the 'review cycle' as quoted above.

## **Subject Access Request Policy**

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## Subject Access Requests

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the school holds about them, and can make a Subject Access Request (SAR).

A SAR can be made using the 'Subject Access Request' form (Appendix A).

The Headteacher and School Business Manager have been designated as the persons who will coordinate the response to a SAR.

Receipt of a Subject Access Request will be reported to the Data Protection Officer (DPO) at the earliest opportunity. Our DPO is Carole Connelly of School DPO Services.

Any member of staff who received a written request of this nature must immediately forward it to the DPO as the statutory time limit for responding is one calendar month. Under the Data Protection Act 1998, Data Controllers previously had 40 calendar days to respond to the request.

As the time for responding to a request does not stop during the periods when the school is closed for the holidays, we will attempt to mitigate any impact this may have on the rights of data subjects to request access to their data.

We will do this by;

- Arranging for an automated email reply to inform the Data Subject that whilst all efforts will be made to meet the timeframe of one calendar month, it may not be possible to access the information requested when the school is closed for an extended period.
- An extension of up to one calendar month can be granted if a school closure period is scheduled to occur during the initial one calendar month response time.
- The response to the SAR will be provided in an electronic form.

It is permissible to ask the individual who has made the request to be more specific about the information that they require in order to ensure that the information they are provided with meets their requirements rather than providing lots of information that may not be relevant to their query.

Evidence of the identity of the person making the request and their relationship to the pupil must be gained prior to any disclosure of information. This should be recorded on the SAR Log (Appendix B).

Exemptions to a SAR include:

- Education, Health, Social Work records
- Examination marks and scripts
- Safeguarding records
- Special educational needs
- Parental records and reports
- Legal advice and proceedings
- Adoption and Court records and/or reports
- Regulatory activity and official requests e.g. DfE statistical information
- National security, Crime and taxation
- Journalism, literature and art
- Research history, and statistics
- Confidential references

## Access Request (SAR) Form

### Part A: Data Subject's Details (person whose information you are requesting)

Title:
Full Name:
Date of Birth:
Address:
Year Group (if pupil at school)

### Part B: Requestor Details

Title:	
Full Name:	
Address:	
Phone Number:	
Email Address:	
Evidence of Identity (e.g. passport, driving license):	Evidence Provided? Yes / No Details:
Status of Requestor:	Data Subject: Yes / No  Parent or person with parental responsibility: Yes / No  Other: Yes / No If you have selected 'yes' for 'Other', please outline your role here:

### Part C: Details of Subject Access Request

Details of data being requested;
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**Part D: Declaration**

**Option 1**

I ....., hereby request that Spellbrook Primary School provides the data requested about me as detailed in Part C.

Signed: \_\_\_\_\_

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

**or**

**Option 2**

I ....., hereby request that Spellbrook

Primary School provides the data requested about my child as detailed in Part C. Given the basis of the parental responsibility or evidenced authority that I have.

Child's Name: .....

Signed: \_\_\_\_\_

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



## Appendix B

Subject Access Request (SAR) Log Data Subject	Request	Date of SAR	Date DPO notified	ID confirmed	Response Deadline	Extension to Deadline?	Data held by school	Any additional info from requestor ?	Any info to be withheld?	Who auth'd withholding info?	Response checked and approved by DPO
E.g. John Smith	All data held about this staff member	01/02/18	01/02/18	Passport seen 02/02/18	01/03/18	08/03/18: 1 week due to Feb ½ term.	Personnel file – hard copy Email correspondence about individual	JS clarified the request links to a grievance they have with their line manager	Redacted email correspondence to remove reference to other employees	DPO 20/02/18	DPO 01/03/18