



# **Abbots Farm Junior School**

## **(SAR) Subject Access Request Procedure**



Written: September 2022

To be reviewed: September 2027

## 1. Aims

Abbots Farm Junior School are committed in complying with request for information, and respecting individual's rights set under the UK General Data protection Regulations (Data Protection Act 2018 (DPA), and other laws and regulations which create important individuals rights.

## 2. Application of this procedure

Parent, Pupils, staff and other individuals who we process personal data about are entitled to access, subject to certain exceptions, the personal data which we hold about them.

When Abbots Farm Junior School receives a request for personal information, it is important that this procedure is followed.

## 3. Subject Access Procedure

- Under the GDPR, individuals such as pupils, employees and staff are entitled to access personal data which we hold about them. The GDPR also sets out when such requests may be refused.
- A subject access request should be made in writing to the school to the school DPL [issitt.m@welearn365.com](mailto:issitt.m@welearn365.com) or Headteacher [head2421@welearn364.com](mailto:head2421@welearn364.com)
- On receipt of a subject access request, we will send a letter or email to the requester acknowledging receipt.
- The DPL and Headteacher will take steps to verify the identity of the requester, and where a parent requests personal data relating to their child, proof of their relationship to the child. We may require the requester to provide proof of identity, such as a passport, driving licence and / or the child's birth certificate. This is a security measure to ensure that we only disclose personal data to those who are entitled to receive it.
- Where the request or former pupil then, as a general rule, if they are aged 13 or older, we will deem them to be able to understand the request that they are making. However, If the child cannot understand the nature of the request, someone with parental responsibility may ask for the information on the child's behalf.
- All requests will be dealt with on a case-by-case basis and the DPO will be consulted where appropriate.
- All requests will be stored online using GDPRis, this online system will be updated stage by stage until complete.
- We will respond to subject access requests as soon as possible, but in any event no later than 1 month from the receipt of the request. If the nature of the request is complex, or there are other legitimate reasons for doing so, we may, if necessary, extend the 1 month period for up to 2 months. If we require an extension of time of over 1 month to deal with a subject access request, we will inform the requester as soon as possible, but in any event no later than 1 month from the date that the request was made.

- Before providing the information requested, we will review it to identify whether it contains any information relating to other individuals. Where other individuals are named, such as pupils, then we will redact this data to ensure that they are not identifiable.
- Where the personal data has been provided by another agency, such as the Police, Local Authority, Health Care professionals or another schools consent must be obtained first before disclosure.
- We will not charge a fee for responding to subject access requests unless the request, in the opinion of the School, is unfounded, excessive and/or repetitive.
- There are some exemptions to the right of access that apply in certain circumstances or to certain types of personal data. Therefore, all information must be reviewed prior to disclosure. The exemptions include the following:
  - a. Personal data where the disclosure would be likely to cause serious harm to the physical or mental health or condition of the pupil or any other person.
  - b. Information as to whether the pupil is, or has been the subject of, or may be at risk of child abuse if disclosure would not be in their best interests. "Child abuse data" is personal data consisting of information as to whether the pupil is or has been the subject of, or may be at risk of, child abuse.
  - c. Personal data processed by a court and consisting of information supplied in a report or other evidence given to the court in the course of proceedings.

If there are concerns over the disclosure of information, then additional advice should be sought from the DPO

## 4. Additional Rights

Where an individual seeks to exercise additional rights such as the following:

- a. Right to rectification.
- b. Right to Erasure.
- c. Right to objection.
- d. Right to restrict processing.

The DPO will be consulted immediately who will advise on the correct procedure to follow.

## 5. Complaints

Complaints about this procedure should be directed to the Information Commissioner's Office

Telephone: 0303 123 1113

Or visiting <https://ico.org.uk/global/contact-us/>

## 6. Monitoring arrangements

This policy will be reviewed **every three years**, or if there are any significant changes to school procedures, UK law or Government guidance.

## 7. Links with other policies

This policy links to the following policies and procedures:

- Data Protection Policy



# ABBOTS FARM JUNIOR SCHOOL

*Learners for Life*

*Farmers Forever*

*Ambitious, Healthy Bodies and Minds, Reflective, Resilient*

Abbotts Way, Rugby,

CV21 4AP

Tel: 01788 576074

Email:

admin2421@welearn365.com

Date:

## Re: subject access request

Dear: Abbots Farm Junior School c/o Warwickshire County Council

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: <ul style="list-style-type: none"><li>➤ My personnel file</li><li>➤ My child's medical records</li><li>➤ My child's behavior record</li><li>➤ Emails between 'A' and 'B' between [date]</li></ul>

**If you are a parent, please provide proof of parental responsibility. Personal data of a child cannot be released without it.**

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)