



Subject Access Request

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



Individuals have a right to make a 'subject access request' to request a copy of the personal information that we hold about them.

This form is intended to help individuals exercise this right. Hard copies of the form can be accessed on the school website or can be requested from the school reception. Subject access requests can also be made verbally or by letter or email.

Personal data about a child belongs to that child, and not the child's parents or carers.

For a parent or carer to make a subject access request in respect of their child we consider whether the child is mature enough to understand their rights.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

On receipt of a SAR we may ask for 2 forms of identification, for example a passport and utility bill.

We will also:

- confirm the request in writing and our understanding of the information requested
- respond without delay and within 1 month of receipt. Where a request is complex or numerous we may extend this to 3 months. We will confirm this within 1 month, and explain why the extension is necessary

In certain circumstances we may not disclose information. When we refuse a request, we will explain why, and provide information on how to complain to the Information Commissioners Office.

There is generally no charge for a SAR. However, if the request is considered to be 'manifestly unfounded or excessive' we may charge an administration fee or refuse to provide the information. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information.

We maintain a register of SAR received to enable us to monitor this.



SUBJECT ACCESS REQUEST FORM

This form is intended to support individuals with their requests for personal data and to help us ensure that we provide the information that is being requested.

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| 1. Whose data is being requested? | |
| Name | |
| Address | |
| Relationship with the school (e.g Pupil, employee, governor, parent, volunteer) | |
| 2. Who is making the request? | |
| Name | |
| Address (if different from above) | |
| Telephone | |
| Email | |
| Are you requesting your own data? (If yes, go to Section 3) | Yes/No |
| If no, what is your relationship with the person whose data is being requested? | |
| 3. What information is being requested? | |
| Are you looking for anything specific? (e.g. Your personnel file / Your child's medical records / Your child's behaviour record / Emails between 'A' and 'B' between [date]) | |
| Is there a particular time period you are interested in? | |
| Is there anyone specific we should talk to? | |
| How would you like the information to be provided? (e.g email, verbally, by post) | |
| Signed: | |
| Date: | |

Please forward to: DPO for Hadleigh Community Primary School via school office. Or, if sending electronically, please use email address: gdpr@hadcps.uk