



General Data Protection Regulation (UK GDPR) Subject Access Request Policy

DOCUMENT PROVENANCE			
Status	Draft	Current version no.	1.0
Organisation	NCC/NST	Version date	April 2023
Author	Jeremy Lyn-Cook/NST	Approved by (If applicable)	
Audience	Anyone	Approval date	
Security classification	OFFICIAL	Next review date	Annually

DOCUMENT CHANGE HISTORY			
Revision date	Version no.	Author of changes	Summary of changes
January 2022	1.1	Pam Coward	Template changed to bespoke Glade Hill
June 2024	1.2	Pam Coward	Template changed to bespoke Glade Hill

June 2024

1. Rights of access by data subjects to their personal data

Under the DPA, individuals have the right of access to their personal data held by Glade Hill Primary & Nursery School (“the school”). Generally in the case of pupils under the age of 12 years, the person with parental responsibility may exercise this right on their behalf. Pupils aged 12 years and over can exercise the right themselves or may authorise their parents/carers to act on their behalf. The pupil’s signature on the SAR form would be required in this circumstances. This is known as a Subject Access Request. A request in writing will be accepted as long as satisfactory identification is given and the information request is clear, not excessive. Where the pupil and parents are known to the school further identification will not be required. In other cases it is expected that picture ID, such as a passport or driving licence would be required.

The Data Protection Act allows processors to levy a reasonable charge to service Subject Access Requests.

2. Requests for access to records (Subject Access Requests)

A Subject Access request (SAR) must be made in writing. A Subject Access Request Form must be sent to the applicant within two working days of when the request is received by the school.

All requests for access to records must be noted on the relevant pupil’s file, and the form returned to the DPO. On receipt of the complete request and payment the DPO will ensure that the SAR is completed as outlined in this policy.

3. Responding to requests for access to records (Subject Access Requests)

The school will send a written response to the applicant acknowledging receipt of the application form. This must be done within 5 days of the request being received at the school.

The DPO will manage the response to the applicant. The DPO will also maintain a SAR process sheet. The purpose of the process sheet is to identify and monitor deadlines and record contact with and information sent to the applicant. It will also record decisions taken with regard to the application.

The Head teacher must authorise the applicants request before any information is disclosed.

The school will consult with its HR services if there is any query over the information that has been requested.

If the applicant’s request for access is granted, the DPO requires such access to be given within 1 month of the written request being received. The 1 month period does not begin until:

- a) A written application is received by the DPO;
- b) The school has received sufficient information to enable it to identify the individual who is seeking access; and

- c) The school has received sufficient information to enable it to access the information requested;

In order to meet the 1 month requirement the following schedule will be enforced:

- a) The appropriate member of staff will collate the data requested and forward the SAR process sheet outlining the information collected and actions taken to the DPO for overview. This must be done within 15 days of the request being received by the Head Teacher.
- b) The appropriate member of staff has 10 days from this point in which to liaise with the DPO and agree the information to be sent (or withheld) to the applicant.
- c) The applicant should receive the data once the 25 days are complete or sooner if possible. This 25 day timescale allows for further discussion and clarification to take place if necessary within the 30 day deadline.
- d) The school should agree a secure method of releasing the information to the applicant.

Where the conditions set out above are fulfilled, in responding to the request, the school must give a description of the personal data that is being processed, the purposes for which the personal data is being processed, and the persons to whom the personal data has been disclosed too.

Data subjects are not entitled to information where exemptions to the right of access apply. In these circumstances, the school must only give a notification to the data subject, that no information has been identified which is required to be supplied under the DPA regulations.