



Castleton CE Primary School Subject Access Request Procedure

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) give individuals the right to obtain a copy of their personal information as well as other supplementary information. This is commonly referred to as a right of subject access.

If an individual (individual data subject or parent/carer of a pupil) makes a subject access request (SAR) the school is legally obliged to respond and provide the individual with the information it holds about them within a specified time period, in most cases this will be within 1 month.

In some circumstances the individual may not be entitled to all of the information held about them, in these circumstances one of the exemptions contained within the DPA would need to be satisfied.

If the school refuses the request on the basis of an exemption, a justification for this decision will be provided to the individual. The employee is entitled to ask for an internal review of such a decision and may also **make a complaint to the Information Commissioner** or seek to enforce their right of access through a judicial remedy.

In addition to providing the individual with a copy of their data, they are also entitled to be provided with:

- the purposes of our processing
- the categories of personal data concerned
- the recipients, or categories of recipient, the school discloses the personal data to
- how long the data is kept for, or likely to be kept for
- information about where the data came from (if not directly from the individual)
- safeguards taken if the employee's data is transferred outside the UK

If an individual wishes to exercise these rights, the school would be grateful if they would complete Form A Request to access their information which is attached to this page along with our procedures relating to Subject Access Requests.

Individuals do not have to complete this form to exercise their rights, they can just contact the School (Headteacher or School Business Officer) or the Data Protection Officer to make their request by email, in writing or verbally. However, having a completed form will enable the school to respond more quickly to the request as it should because, once completed, it will contain all the information needed to locate the data subject's information.

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Form A Request

Request to access your information

Subject to certain exemptions, you have certain rights where the School holds any information about you or your child (your 'personal data').

These rights include the right to access any personal information an organisation may hold about you. Requests made under these rights are called 'Subject Access Requests (SAR's)

If you wish to use this form to make your request please complete it carefully and return it to the Headteacher, School Business Officer or Data Protection Officer.

Under exemptions provided in the General Data Protection Regulation and the Data Protection Act 2018 in certain circumstances, the School may decide not to provide you with some of your personal data. For example, we will not provide the personal data if we feel releasing it to you would be likely to lead to harm to yourself or others and we may not provide it to you if it identifies other individuals who have not given consent to share their information.

Proof of Identity

Under the legislation the School needs to be satisfied that you are who you say you are.

As identity verification is part of the recruitment and employment procedure of the organisation, employees may not be required to provide proof of identity again.

Persons making a request on behalf of someone else will need to provide evidence of their identity. If you are making this request on behalf of someone else you must provide evidence you have the right to do so (See Section 3 of form).

Section 1

About yourself or person you are making this request on behalf of (Please use block capitals and black ink) – this information will help us to identify the personal data that we may hold about you.

Title (Mr, Mrs, Miss, Ms, Dr, Rev. etc.)	
Surname/Family Name	
First Name(s)	
Maiden/Former Name(s) (if applicable)	

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Date of Birth (dd/mm/yyyy)	
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Home Address (Include Postcode)	
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This is the address to which all replies will be sent, unless you specify otherwise.

Name of person making request on behalf of data subject (if applicable)	
Surname/Family Name	
First Name(s)	
Relationship to data subject	
Preferred alternative address for correspondence (if applicable)	
Contact telephone number	
Contact e mail address	

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Section 2- About your request

What records that you believe we hold would you like access to:

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Have you made a request for this information before? (Yes/No)	
If Yes, could you please provide date of request? (dd/mm/yyyy)	

Where do you want to view your information? For example in person at the school, or be sent a paper copy to your home or alternative address or be sent a copy in a specific electronic format to an e mail address (if this is your preferred option we would encrypt the file to keep it secure)
Do you need any other help with this request? (Please specify below)

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Section 3 - Proof of identity

Establishing Proof of Identity

If we have a verified current address for you on our systems we will contact you at that address and ask you to confirm that the request has come from yourself.

If this is not possible, we will ask for documentary evidence to verify you are who you say you are.

To help establish your identity we may ask you to provide at least two different official documents which, between them, provide sufficient information to prove your name, date of birth, current address and signature. For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents e.g. utility bills, which show those details. *(This should not be necessary in the case of current employees)*

If you are making this request on behalf of someone else you must provide evidence you have the right to do so, e.g. letter of consent, birth certificate evidencing you have parental responsibility for a child or any other relevant legal documentation, unless you have supplied this information to us already for other purposes.

On receipt of completed form we will contact you to arrange verification of these documents.

Please note that it may be necessary to seek further information or proof of identity (of data subject or applicant) before the request can be processed. If this is the case, then the statutory one month day limit will start from the date all necessary information and proof is received. Every effort will be made to provide you with your information as soon as possible after receipt of your application, however in some cases we may need longer than a month to respond to your request if any complex issues are involved.

Section 4 – Declaration

(To be signed by the Applicant)

The information, which I have supplied in this application, is correct, and I am the person to whom it relates/I have the right to make this request on their behalf *(delete as appropriate)*.

Signature	
Date	

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Warning – A person who impersonates another or attempts to impersonate another may be guilty of an offence.

Should any advice or guidance be required in completing this application, please contact:-

Data Protection Officer Name:	GDPR for Schools, Derbyshire County Council
DPO Email:	gdprforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

General advice on the GDPR and Data Protection Act 2018 can be obtained from:- The Office of the Information Commissioner, Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF, Tel No. 01625 545700. www.ico.org.uk

The information on this form will only be used to support you in exercising your rights under the Data Protection Act 2018 and will be destroyed one year after a decision on your request has been made.

Please return this form once completed to the Headteacher, School Business Officer or Data Protection Officer.

Mark your envelope "Subject Access Request - Confidential".