

SHEERHATCH PRIMARY SCHOOL



Procedures for responding to subject access requests made under the General Data Protection Regulations (GDPR) 2018

Rights of access to information

Individuals have the right to find out what personal information is held; why it is held and who it is disclosed to.

This is known as subject access and individuals may exercise the right by making a written 'subject access request' (SAR)

Procedures

- An SAR should be made in writing to the data protection officer (DPO)
- If another member of staff receives a request for personal data, it should be forwarded to the DPO
- The DPO is a shared role between the Headteacher and the Office Manager
- The individual will be contacted by phone to confirm the request.
- Identification may be requested if the individual is not known to the DPO.
- The information will, in most cases, be provided within 1 month.
- If the request is complex and numerous, in which case it will be provided within 3 months, the individual will be contacted and informed of the extension and given an explanation for it.
- There will be no charge for the information.
- If the request is made electronically, the information will be provided electronically.

'Unfounded or excessive' requests

If the request is repetitive or asks for further copies of the same information, it can be considered 'unfounded or excessive' .

In these cases, the school may:

- Comply within 3 months, rather than the usual deadline of 1 month – the individual will be informed of this and the reason why.
- Charge a reasonable fee to comply, based on the administrative cost of providing the information
- Refuse the request.

If a request is refused, the individual requesting the data will be informed within 1 month with an explanation and given the opportunity to complain to the Information Commissioner's Office (ICO).

