Thorndown Pre-School

Subject Access Request Procedure

Our aspiration is that Thorndown Primary will be an outstanding school.

We value and respect everyone in our community and work as a team to:

Provide learning experiences which support and inspire high achievement for all;

Ensure a caring, safe and welcoming environment;

Promote co-operative and responsible attitudes to make a positive contribution;

Actively encourage independence and confidence to thrive in a changing world.

Approved at Personnel and Salaries committee meeting

Review Period: Annually

Date for next review:

The General Data Protection Regulation

The General Data Protection Regulation (GDPR) was brought into EU law in May 2016 and became enforceable on 1st Jan 20221 under UK General Data Protection Regulation. The GDPR is a European regulation which means it automatically becomes applicable to all Member States. The UK is supporting this by introducing the Data Protection Bill, which should be referred to as the UK GDPR.

GDPR entitles individuals to request access to any personal data that Thorndown Primary School is holding about them. This is known as a 'Subject Access Request.' This document is intended to give staff a guide to making a Subject Access Request (SAR) and to what happens in processing SAR's.

A Subject Access Request (a 'SAR') is where an individual, using their rights under GDPR makes a request for a copy of the personal data an organization holds on them, or details of what data is held and its source. A Subject Access Request does not have to reference GDPR, the term "Subject Access Request" or reference any legislative rights – it does however have to be a written request in order to be valid (however reasonable adjustments may be made at the Data Protection Officer's discretion where dealing with accessibility issues).

The Process

All SAR's must be made in writing to the School.

Once the request is received the School will confirm the identity of the subject and assess the scope of the request. Once the identity of the subject (or the right/authority to request the data where the subject is not the requester) the School will begin the process of contacting the appropriate departments to collect and collate the information. In order to locate the correct information within Thorndown Primary School we may ask the subject to confirm exactly what information they are requesting, or where they believe the information may be stored. Where the request is deemed to be 'manifestly unfounded or excessive', Thorndown Primary School may charge a reasonable fee or refuse to respond to the request. This will be confirmed to the subject in writing.

The information provided in reply to a request must be that which Thorndown Primary School holds (subject to any exemptions) at the time the request is received. However, the Act allows routine updating and maintenance of the data to continue between the date on which the request is received and the date when the reply is dispatched. This means that the information provided to the individual may differ from that which was held at the time when your request was received, but only as a result of normal processing. Data cannot be deleted

The School will contact any third parties (e.g. authors of e-mails/letters contained within the file) in order to obtain consent to disclose the information to the subject. Where consent cannot be obtained or is denied the School will consider the reasons and Thorndown Primary School's duty of care to both parties to decide whether to disclose the information. Where the information contains reference to third parties the School will redact (blank out) the third parties. Where this is impossible and consent from the third party has not been received the information will not be disclosed.

All requests will be dealt with within 30 calendar days of receipt (minus any time spent verifying identity or authorisation to act on the subject's behalf). The information will be available to the subject as soon as the above process is complete. This will need to be collected from the School and signed for.

Contacts & Complaints

Any enquiries regarding this procedure or Thorndown Primary School's Data Protection Policies should be directed to:

The Headteacher
Thorndown Primary School
Hill Rise
St Ives
Cambs
PE27 6SE

SchoolsDPO Ltd
Nicola Cook
nicola@schoolsdpo.com

If you require more information about the General Data Protection Regulation, the Data Protection Bill, or are unhappy with the way Thorndown Primary School has dealt with your request please contact:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk