

SUBJECT ACCESS REQUESTS



In line with the General Data Protection Regulation individuals have the right of access to their data.

1. The right of access

- 1.1. Individuals have the right to obtain confirmation that their data is being processed.
- 1.2. Individuals have the right to submit a subject access request (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.
- 1.3. The school will verify the identity of the person making the request before any information is supplied.
- 1.4. A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- 1.5. Where a SAR has been made electronically, the information will be provided in a commonly used electronic format.
- 1.6. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged.
- 1.7. All fees will be based on the administrative cost of providing the information.
- 1.8. All requests will be responded to without delay and at the latest, within one month of receipt.
- 1.9. In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
- 1.10. Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.
- 1.11. In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.

To obtain this information please submit a subject access request (SAR). To help/guide you we have drafted a template letter for you to submit (Appendix 1) and email to office@penistonestjohns.org or deliver to the school office. Alternatively contact school on 01226762496

*****During the summer holidays**

You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer

holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

APPENDIX 1

St John's Primary School
High Street
Penistone
Sheffield
S36 6BS

Re: subject access request

Dear Mrs Drinkhill,

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested Please provide me with: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none">• <i>Your personnel file</i>• <i>Your child's medical records</i>• <i>Your child's behavior record, held by [insert class teacher]</i> <i>Emails between 'A' and 'B' between [date]</i>	

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely,

Insert name