DATA PROTECTION SUBJECT ACCESS REQUEST PROCEDURE

Subject Access Requests (SAR)

This procedure is to formally set out the guidelines which must be adhered to for all requests when an individual wants to see a copy of the information the School hold about them.

All requests should be made in writing to the Data Protection Officer at info@dpenterprise.co.uk

What is a valid subject access request?

The following should be considered when considering validity:-

- A request can be sent by email, in hard copy, via social media or made verbally but it always good practice to ask the individual to put their request in writing to ensure there is no misunderstanding as to what is required and to provide an audit trail.
- If a request is made verbally it is good practice to confirm the details in writing, if possible, to ensure there is no misunderstanding on the information required.
- If someone finds it impossible or unreasonably difficult to make a Subject Access Request in writing, you may have to make a reasonable adjustment for them under the Equality Act 2010. You might also have to respond in a format which is accessible to a disabled person, such as Braille, large print, email or audio formats. If an individual believes you have failed to make a reasonable adjustment, they may make a claim under the Equality Act or it may be appropriate for the individual to view the information on site.
- The request does not need to mention the UK General Data Protection Regulation, Data Protection Act or the fact that it is a subject access request if the individual is asking for their own personal data.

Information required before responding

1. Full details of information required and completion of the appropriate Subject Access Request form where required.
2. If you are unsure of the identity of the individual making the subject access request you must ask for proof of identity – birth certificate, passport, driving licence, utility bill. Name, current address, and date of birth must be proven so you may need more than one proof of identity document.
3. Consent from age 13 and up – All children who are aged 13 and above must give written consent for their information to be released.
4. Proof of Parental Responsibility – If mother of child this would be automatically assumed along with her identification. Father must provide either a marriage certificate dated before the child is born, birth certificate where father is named, PR agreement with the mother or a PR order from the Court.

5. Parental consent is required for children under 13.
6. In the case of a solicitor requesting information for ongoing legal proceedings written consent must be provided.
7. Copy of disclosed documents to be kept on a secure system.
8. It is not acceptable to amend or delete data to prevent its disclosure.
9. When a SAR is received for an educational record a response must be provided within 15 school days. For any other request a response must be provided within one calendar month wherever possible. If this time limit cannot be met, then the requester must be informed.

SUBJECT ACCESS REQUEST (SAR) PROCEDURE FLOW CHART

