

## Procedure for Subject Access Requests

St Bartholomew's C of E Primary School is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018 (GDPR). Guided by these acts, we offer protection for individuals, but share data when it is required by law or is beneficial to the individual.

Individuals wishing to access their personal information should submit a request in accordance with the following notes:

1. Make your request using the enclosed Subject Access Request Form to the Data Protection Officer. Send your request via the school office or email directly [dpo@st-bartholomews.leics.sch.uk](mailto:dpo@st-bartholomews.leics.sch.uk)
2. Provide as much detail as possible regarding the information you wish to access, to include:
  - a. Specific details of the nature of the information
  - b. Where you understand it is held and by whom
3. The request should include documented evidence of who you are. Such evidence includes:
  - a. Driving licence
  - b. Passport
  - c. Birth Certificate
  - d. Sight of the original documents may be necessary
4. You are not required to state why you wish to access the information, although we will ask for this information in situations where the data includes a third party, in instances where legal action may be taken against the school, or if the safeguarding of a young person is involved
5. The school has a policy of openness in terms of allowing individuals to access their personal information, however there may be an administration fee of £10
6. Once the Data Protection Officer receives a Subject Access Request, all efforts will be made to fully comply within 1 month of the request. In any event, you will receive all the information that has been located and can be released within one month. In any event, you will receive all the information that has been located and can be released within one month and an explanation for any information that cannot be provided at that time.
7. In accordance with the Data Protection Act 1998, the School does not usually release information held about individuals without their consent. Therefore, if information held about you also contains information related to a third party, the School will make every effort to anonymise the information. If this is not possible, and the School has been unable to secure the relevant consent the School may decide not to release the information.
8. The School may not release information in exceptional circumstances, for example, if a criminal investigation is taking place or if the safeguarding of a young person may be compromised.

All queries should be direct to the Data Protection Officer in the first instance.

## Subject Access Request Form

Dear St Bartholomew's C of E Primary School Data Protection Officer

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 locate the specific information. Please be as precise as possible, for example:</i>  <i>My personnel file</i>  <i>My child's medical records</i>  <i>My child's behavior record, held by ( insert class teacher / name )</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, in most cases, you must supply me with the information within 1 month and free of charge. 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](http://www.ico.org.uk)

Yours sincerely,