

# SUBJECT ACCESS REQUEST POLICY

<b>Subject Access Request Policy</b>	<b>Date: 25<sup>th</sup> May 2018</b>	<b>Subject Access Request Policy</b>	<b>Date: 25<sup>th</sup> May 2018</b>
<b>completed by:</b>		<b>reviewed by DPO:</b>	
<b>Mark Adamson (CEO Designate)</b>		<b>David Rich</b>	

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data our school or Evolution Academy Trust holds about them.

The right to ask for data is called a Subject Access Request (SAR).

A SAR can be made using the 'Subject Access Request' form (see below).

The Data Protection Officer for Evolution academy Trust is Mr David Rich. The DPO can be contacted either through the school or directly by email at [DPO@evolutionacademytrust.co.uk](mailto:DPO@evolutionacademytrust.co.uk)

The DPO is the designated as the person who will coordinate the response to a SAR.

It is permissible to ask the individual who has made the request to be more specific about the information that they require in order to ensure that the information they are provided with meets their requirements rather than providing lots of information that may not be relevant to their query.

Evidence of the identity of the person making the request and their relationship to the pupil must be gained prior to any disclosure of information.

The response time for subject access requests for all or part of the pupil's educational record, once officially received, is 15 school days. If the subject access request does not relate to the educational record, we will respond within 40 days (not working or school days but calendar days, irrespective of school holiday periods). However the 40 days will not commence until after receipt of fees or clarification of information sought.

The school may refuse or charge for requests that are manifestly unfounded or excessive.

The Data Protection Act 1998 allows exemptions as to the provision of some information; therefore all information will be reviewed prior to disclosure.

Third party information is that which has been provided by another, such as the Police, Local Authority, Health Care professional or another school. Before disclosing third party information consent should normally be obtained. There is still a need to adhere to the 40 day statutory timescale.

Any information which may cause serious harm to the physical or mental health or emotional condition of the pupil or another should not be disclosed, nor should information that would reveal that the child is at risk of abuse, or information relating to court proceedings.

If there are concerns over the disclosure of information then additional advice should be sought.

Where redaction (information blacked out/removed) has taken place then a full copy of the information provided should be retained in order to establish, if a complaint is made, what was redacted and why.

Information disclosed should be clear, thus any codes or technical terms will need to be clarified and explained. If information contained within the disclosure is difficult to read or illegible, then it should be retyped.

Information can be provided at the school with a member of staff on hand to help and explain matters if requested, or provided at face to face handover. The views of the applicant should be taken into account when considering the method of delivery. If postal systems have to be used then registered/recorded mail must be used.

## **Complaints**

Complaints about the above procedures should be made to the Data Protection Office (DPO) who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaint procedure.

Complaints which are not appropriate to be dealt with through the school's complaint procedure can be dealt with by the Information Commissioner. Contact details of both will be provided with the disclosure information.

## **Contacts**

If you have any queries or concerns regarding these policies /procedures then please contact the Headteacher or Data Protection Officer.

Further advice and information can be obtained from the Information Commissioner's Office, [www.ico.gov.uk](http://www.ico.gov.uk) or telephone 0303 123 1113.

**Subject Access Request (SAR) Form**

<b>Data Subject's Details (person whose information you are requesting)</b>	
<b>Title</b>	
<b>Full name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Year Group (if a pupil at school)</b>	

<b>Person requesting details</b>		
<b>Title</b>		
<b>Full Name</b>		
<b>Address</b>		
<b>Contact details: Telephone number</b>	Telephone Number	
	Email address:	
<b>Evidence of Identity</b>	Evidence Provided?	Yes
		No
	Details of evidence provided i.e Photo Driving Licence / Passport / utility bill / birth or marriage certificate /P45 / P60, credit card or mortgage statement	
<b>Status of Requestor:</b>	Data Subject?	Yes
		No
	Parent or person with Parental Responsibility?	Yes
		No
	Other?	Yes – Please Specify
		No

**Details of Subject Access Request – please be specific**

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**Declaration**

I, ..... hereby request that  
 ..... (insert name of school)  
 provide the data requested about me

Signed:

Print:	Date
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**Declaration**

I, ..... hereby request that  
 ..... (insert name of school)  
 provide the data requested about:

.....(insert name of child)

on the basis of the authority I have

Signed:

Print:	Date
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