



ST PETER'S

PREPARATORY SCHOOL

Subject Access Request Policy

Updated on 04 April 2023
by Mr Dan Morris
(Director of Operations & Compliance)

Approved by Head: *Charlotte P Jones*.

Date: 04 April 2023

Rationale: From May 25 2018, all business registered as Data Controllers with the Information Commissioner's Office are required to process data in accordance with the EU's General Data Protection Regulation which replaces the Data Protection Act of 1998. This policy outlines the School's policy for responding to "subject access requests" from individuals in relation to this legislation.

Linked Policies - [GDPR Privacy Notice](#), [Data Protection Policy](#), [Taking, Storing and Using Images of Children Policy](#), [Child Protection and Safeguarding Policy](#), [CCTV Policy](#); [Health and Safety Policy](#), [IT Use Policy](#), [Social Media Policy](#) and [e-Safety Policy](#).

Point of Contact: Director of Operations & Compliance

What is a Subject Access Request?

A subject access request is a written request for personal information (known as personal data) held about you by St Peter's Preparatory School (the School). Data protection legislation gives individuals the right to know what information is held about them. However, this right is subject to certain exemptions.

What is the Procedure for Making a Subject Access Request?

As outlined in our Data protection policy and Privacy Notice, a Subject access request (SAR) should be made in writing to the school by the individual. Further guidance on how to write a SAR letter can be found on the information commissioner's office website: <https://ico.org.uk/your-data-matters/your-right-of-access/>

What the School will do in Response to a SAR

When we receive a Subject Access Request we will first check that we have enough information to be sure of your identity. Often we will have no reason to doubt a person's identity, for example, if we have regularly corresponded with them. However, if we have good cause to doubt your identity we can ask you to provide any evidence we reasonably need to confirm your identity.

We will gather any manual or electronically held information (including emails) and identify any information provided by a third party or which identifies a third party. As outlined in the School's Privacy notice, the School takes reasonable steps to verify the identity and GDPR compliance of any third party before sharing any personal data.

If we have identified information that relates to third parties, we will write to them asking whether there is any reason why this information should not be disclosed. We do not have to supply the information to you unless the other party has provided their consent or it is reasonable to do so without their consent. If the third party objects to the information being disclosed we may seek legal advice on what we should do.

What are the timescales for responding to a SAR?

We will deal with your subject access request without undue delay and in any event within 30 days of receipt of your request. However, if the work involved is particularly complex or if numerous

requests are made then we may extend this period by up to two additional months. In this case, we will inform you about the extension and explain the reasons.

Is there a charge for a SAR?

The School will not charge a fee for dealing with your request unless it is manifestly unfounded or excessive. If we charge a fee, we will inform you of this and explain the reasons for doing so.

We will explain what steps have been taken in dealing with your request i.e. we will set out the source of your personal information we have gathered.

In the case of paper personnel files, the Head or a member of the SMT must be present whilst the file is being examined. The person examining the file must sign and date any documents in the file that s/he has examined. Copies may be provided if requested.

The information will be provided in a concise, transparent and easily accessible form. It may be provided in writing, or by other means, including, where appropriate, by electronic means. Electronic data will be transferred by means agreed with the individual making the request.

The rights under GDPR are the individual's to whom the data relates. The School will rely on parental/guardian consent to process data relating to pupils and will only grant pupils direct access to their personal data if they are aged 13 or in the School's reasonable belief, the pupil understands the nature of the request.

The School will not comply with requests by pupils that personal data are not disclosed to parents/guardians unless the school believes disclosure of the information is likely to put the pupil in danger or cause damage or distress. In such cases, the Head and Designated Safeguarding Lead must consult and, if necessary, seek advice from other safeguarding agencies

There are a number of other exemptions to our duty to disclose personal data and we may seek legal advice if we consider that they might apply. An example of an exemption is information covered by legal professional privilege.

What happens if the data the School holds is inaccurate?

If we agree that the information we hold is inaccurate, we will correct it and where practicable, destroy the inaccurate information. If we do not agree or feel unable to decide whether the information is inaccurate, we will make a note of the alleged error and keep this on file.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner or seek recourse through the courts.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Wilmslow

Cheshire

SK9 5AF

T: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

If you would like to know more or have any concerns about how your personal data is being processed please contact:

The Director of Operations & Compliance at St Peter's Preparatory School, Harefield, Lymptone, Devon EX8 5AU or on 01395 272148.