



# Alcester Academy

TO BE THE BEST THAT WE CAN BE

## **DRAFT** Subject Access **POLICY** Procedure and FAQs

<b>Review Cycle</b>	1 Year- Spring Term
<b>Review By</b>	Leadership Team, Qu of Ed/HR Sub-Committee
<b>Contents</b>	Introduction; Aims of the Policy; Roles & Responsibilities; Policy Guidelines; Accelerated Reader Strategy

## Contents

Introduction and purpose.....	3
Policy Statement .....	3
Scope of the Policy.....	3
Key Definitions .....	4
Duties of the Information Commissioners Office .....	5
Roles and Responsibilities .....	5
How can an individual make a SAR? .....	6
Can individuals request personal information on behalf of another person?.....	6
How long do we have to respond? .....	7
Can I charge for the request?.....	7
What do I do if I receive a request?.....	7
How do I locate the information requested? .....	7
Can I provide all information found relating to the data subject?.....	8
What is a double check? .....	8
How do I respond to a SAR?.....	8
Complaints .....	9
Appealing a decision to refuse disclosure of Information .....	9
Complaining to the Information Commissioners Office .....	9
Related documents .....	<b>Error! Bookmark not defined.</b>
Review of the Policy .....	9

## Introduction and purpose

The Data Protection Act 2018 (the Act) gives individuals rights of access to their personal records held by Alcester Academy. Subject access is a fundamental right for individuals. But it is also an opportunity for the school to provide excellent customer service by responding to Subject Access Requests (SARs) efficiently and transparently and by maximising the quality of the personal information you hold. This Policy explains how the school will fulfil its obligations under the Act.

## Policy Statement

The school regards the Act as an important mechanism in achieving an honest, safe and open relationship with its students and employees.

Subject access is most often used by individuals who want to see a copy of the information the school holds about them. However, subject access goes further than this and an individual is entitled to be:

- Told whether any personal data is being processed;
- Given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- Given a copy of the personal data; and
- Given details of the source of the data (where this is available)

The aim of this policy is to ensure that the school complies with its legal obligations under the Data Protection Act 2018 and can evidence that you have done so. It also aims to ensure that you:

- Have robust processes in place for dealing with SARs, saving time and effort;
- Increase levels of trust and confidence by being open with individuals about the personal information you hold;
- Improve the transparency of your activities in line with public policy requirements.

This policy should be read in conjunction with the Subject Access Request Procedure (see Appendix).

## Scope of the Policy

This document outlines how an applicant can make a request for their personal information under the Act and how it will be processed.

This is not a legal document. It does not confer rights nor override any legal or statutory provisions which either require or prevent disclosure of personal information.

This document takes into account the key features of the Act and outlines how the school will take steps to ensure compliance in relation to requests for personal information.

Requests for access to the records of people who are deceased are not within scope of this Policy as the Act only applies to the data of living individuals. Such requests will be treated as requests for access to information under the Freedom of Information Act or as miscellaneous requests, depending on the nature of the data and the reason the data is being requested.



## Key Definitions

<b>Subject Access Request or SAR</b>	A request for access to data by a living person under the Act is known as a Subject Access Request or SAR. All records that contain the personal data of the subject will be made available, subject to certain exemptions.
<b>Freedom of Information Request or FOI.</b>	A request for access to data held is dealt with under the Freedom of Information Act 2000 and is known as a Freedom of Information Request or FOI. Requests for the data of deceased people may be processed under this legislation.
<b>Personal Data</b>	<p>Personal data means data which relates to a living individual who can be identified directly or indirectly from the data, particularly by reference to an identifier.</p> <p>Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal).</p>
<b>Special Category Data</b>	<p>Certain personal data, special category data, is given special protections under the Act because misuse could create more significant risks to a person's fundamental rights and freedoms. For example, by putting them at risk of unlawful discrimination. Special category data includes:</p> <ul style="list-style-type: none"> <li>a person's racial or ethnic origin;</li> <li>political opinions;</li> <li>religious or similar beliefs;</li> <li>trade union membership;</li> <li>physical or mental health or condition or sexual life;</li> <li>biometric or genetic data.</li> </ul>
<b>Data Controller</b>	The organisation which determines the purposes and the manner in which, any personal data is processed is known as the data controller. The school is the data controller of all personal data used and held within each part of the school
<b>Data Processors</b>	Organisations or individuals who process personal data on behalf of a data controller are known as data processors. Employees of data controllers are excluded from this definition, but it could include suppliers which handle personal data on our behalf.
<b>Data Subject</b>	A living individual who is the subject of personal data is known as the data subject. This need not be a UK national or resident. Provided that the data controller is subject to the Act, rights with regards to personal data are available to every data subject, wherever his nationality or residence.
<b>Third Party</b>	An individual who is not the subject of the data but may be connected to or affected by it is known as a third party.

<b>Relevant Professional</b>	The practitioners who supply information held on Social Services records, and various other medical and educational records. A relevant professional will consider where disclosure is likely to cause serious physical or mental harm to the applicant or any third party.
------------------------------	---

### **Duties of the Information Commissioners Office**

The Information Commissioner's Office is the UK's independent public body set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals, ruling on complaints and taking appropriate action when the law is broken.

The Information Commissioners Office is responsible for ensuring compliance with the Act and Data Protection in practice for all organisations in England, Scotland, Northern Ireland and Wales.

There are a number of tools available to the Information Commissioners Office for taking action to change the behaviour of organisations that collect, use and keep personal information. They include criminal prosecution, non-criminal enforcement and audits. The Information Commissioner also has the power to serve a monetary penalty notice on a data controller for breaches of the Act.

If organisations are found to be in breach of the Act the Information Commissioners Office may issue undertakings committing an organisation to a particular course of action in order to improve its compliance.

The Information Commissioners Office can serve enforcement notices and 'stop now' orders where there has been a breach, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law.

The Information Commissioners Office conduct consensual assessments (audits) to check organisations are complying. In cases of serious breaches, the Information Commissioners Office may issue a monetary penalty notice.

The Information Commissioners Office can prosecute those who commit criminal offences under the Act. This includes organisations and individuals.

### **Roles and Responsibilities**

Adhering to the Data Protection Act 2018 is the responsibility of every member of staff acting for or on behalf of the school. Subject Access requests fall within the data protection statutory framework and the ability to identify and appropriately handle a request for information is considered to be part of every employee's role.

Your primary responsibility is to ensure that Subject Access Requests are in the first instance directed to the Head teacher then passed to the Data Protection Officer. The team will log the request, acknowledge it and pass the case to the school department for response. It is important that requests are processed as soon as they are received to assist in meeting the statutory deadline.



<b>Alcester Academy Headteacher</b>	The headteacher holds overall responsibility for compliance with the Act.
<b>Designated Officer (a member of SLT)</b>	The designated officer has responsibility for the management of Subject Access Requests; this includes assisting your Data Protection Officer in dealing with complaints from the Information Commissioners Office, general compliance issues and data subject queries and concerns.
<b>DPO</b>	Ensures that SARs are responded to in a timely manner and that only data that the data subject is entitled to access are sent out. Also responsible for completing a double check of all SAR's before they are securely dispatched.
<b>Employees</b>	All employees, including temporary staff, must understand their duty of care to ensure the confidentiality of all personal data. In addition, they must have an understanding of this policy and where to direct individuals enquiring about subject access requests.

### How can an individual make a SAR?

For Alcester Academy, a valid SAR must always be made in writing. Most SAR requests are made by parents and members of staff via email or post. A request form is attached to the Appendix of this policy. Children over the age of 12 years old, are considered to be mature enough to understand their rights, and therefore no request will be granted without the express consent of the student involved. The students' ability to understand their rights will be considered on a case-by-case basis.

It is quite common that a request for personal data can be linked with a complaint, or a Freedom of Information request.

**NOTE:** No matter how a request is received there is no requirement for the requester to mention either the Data Protection Act or Subject Access for it to be a valid request. In some cases, the requester may even state the wrong legislation e.g. Freedom of Information Act, but the request will still be valid.

Either way, it is the responsibility of the staff member dealing with the request to appropriately recognise a request as one for personal data, i.e. information relating to the requester, and process it accordingly. Failing to recognise a SAR is not an excuse for non-response and the school will still fall foul of the Data Protection Act should a response not be provided in a prompt and appropriate manner.

### Can individuals request personal information on behalf of another person?

Yes, they can. The Act allows for an individual to make a request on behalf of another person. This may be a solicitor acting on behalf of the individual, a parent making a request for their child's information, a third party making the request for someone who has limited capacity, or indeed many other reasons. However, whilst the Act allows us in certain

circumstances to process a request in this way, there are a number of considerations and checks that need to be undertaken before you process a request which is made on behalf of another person. For example, a parent is not necessarily automatically entitled to information about their children. Further information with regards to SARs made on behalf of another person can be found in the Subject Access Procedure.

### **How long do we have to respond?**

The school has a maximum of a month starting from the day the request and identification (if required) is received. This is a statutory requirement which must be adhered to. In exceptional circumstances an extension can be agreed up to two further months. Consideration should be granted if a request falls across a school or public holiday when staff may not be in school to facilitate the request within this timeline.

### **Can the school charge for the request?**

No – the school must provide a copy of the information free of charge.

However, the school can charge a 'reasonable fee' when a request is manifestly unfounded or excessive. A subject access request can only ever be made once.

The school may also charge a reasonable fee to comply with requests for further copies of the same information.

The fee must be based on the administrative cost of providing the information. The recommendations from the ICO (Information Commissioner's Office) are:

The cost depends on the number of pages provided. For example, 1 to 19 pages will cost £1.20; 20 pages will cost £2, and so on, up to a maximum of 500+ pages which will cost £50. If the request is for other information excluding the educational record then the maximum charge is £10.

### **What does the school do if they receive a request?**

In practice, if someone wants to see a small part of their data (an exam result or written consent); the school needs to apply common sense. The school should not require a formal SAR if the individual can prove their identity, the information is readily available there and then, and no other third party data will be unreasonably released. Such requests should be dealt with quickly, as business as usual and with little formality.

All other ("non-routine") requests for personal data which are likely to take a reasonable amount of resource must be directed to the headteacher – to be completed by the school when your procedure has been agreed. All requests should be logged.

### **How does the school locate the information requested?**

Requests for information are not limited to "live" files. SARs cover all information held by the school regardless of the format it is in or where it is stored, closed, archived, and in some cases even deleted information (eg. located in outlook deleted items) should be considered as part of a request.



Unfortunately, there is no outright exemption or time threshold with regards to the amount of time it may take members of staff to locate SAR information. Further information with regards to resource intensive or complex SARs can be found in the Subject Access Procedure.

### **Can the school provide all information found relating to the data subject?**

The simple answer is no.

The school must consider whether it is possible to comply with the SAR without revealing information that relates to and identifies a third party individual or any other exempt information.

Examples of third party information that cannot be shared routinely without specialist consideration are:

- Safeguarding concerns which may contain information about multiple children including siblings and estranged parents
- Files containing legally privileged information
- Files containing advice from relevant professionals such as doctors, police or probation services
- Employee files containing information identifying managers or colleagues who have contributed to (or are discussed in) that file

Special consideration should be given to sharing this type of information.

### **What is a double check?**

Before a SAR is sent out to the data subject, the designated officer is required to carry out a double check. This is done to ensure that all third party data has been removed appropriately and that any documents have been redacted appropriately.

Third party data sent out in error to the wrong person constitutes a data breach under the Data Protection Act 2018 and can have very serious consequences for the school (see section 5 above).

The designated officer is responsible for completing a double check of the information to be provided to the data subject. For further guidance on the double check please refer to the Subject Access Request Procedure.

**NOTE:** Occasionally schools will outsource the redaction of SARs to a third party provider such as LBC's IG team, a solicitor or barrister. A double check of the work completed must be carried out by the designated officer before any documents are sent out to the data subject. This is to ensure that the work is completed to the standards expected by the school.

### **How does the school respond to a SAR?**

Once all of the information has been collated (duplicates and third party information has been removed or redacted and a double check has been carried out) the information will be provided either in paper copy, electronically or during a meeting with the Data Subject and sent securely.



The school is required to provide the copies in a format requested by the data subject. For further information on how to respond securely to a SAR please refer to the Subject Access Request Procedure.

## **Complaints**

The school will provide a right of complaint to all applicants in the event they are dissatisfied with the handling of their request. If an applicant is unhappy with the service, they have received they should refer to the school complaints procedure.

If an applicant remains dissatisfied with the outcome of their Stage 1 complaint, the school should seek advice from your Data Protection Officer at LBC.

The Data Protection Officer will make an independent assessment of the case. If the applicant remains dissatisfied, they may ask the Information Commissioners Office to carry out an independent investigation.

## **Appealing a decision to refuse disclosure of Information**

If the school refuses to disclose information in response to a subject access request, the school should offer the applicant an opportunity to appeal the initial decision. If the applicant believes that an error has been made in the response to their SAR they are able to appeal the schools decision by seeking an internal review.

Once an appeal has been received the complainant will receive an acknowledgment receipt and the request and response to it will be reconsidered.

The applicant will be notified of the outcomes of the internal review as soon as possible. All internal reviews should be concluded within 20 working days.

If an applicant's appeal is successful, they will receive the information they requested as soon as possible. If the appeal is unsuccessful the school will provide a detailed explanation of the findings and supply further information on how to take the matter further.

## **Complaining to the Information Commissioners Office**

If an applicant is not satisfied with the outcomes of the schools decisions, they have the right to submit a complaint to the Information Commissioners Office. The Information Commissioners Office will make an initial assessment of the case before carrying out an investigation.

The [Information Commissioners Office](#) has written guidance notes for applicants on how to complain to the Information Commissioners Office and published it on their website.

## **Review of the Policy**

This policy will be reviewed as a minimum annually to ensure that the school meets statutory requirements and any codes of practice made under the Act.

Signed: \_\_\_\_\_ Chair of Governors  
Mr Mike Dean

Signed: \_\_\_\_\_ Headteacher  
Mrs S Mellors

Date: \_\_\_\_\_

(Ratified by the Full Governing Body on xxxxxx)

DRAFT





Alcester  
Academy

---

TO BE THE BEST THAT WE CAN BE

---

# DRAFT Subject Access Requests Request Form

**Re: subject access request**

Dear \_\_\_\_\_(Name of Head teacher)

Please provide me with the information about me that I am entitled to under the UK General Data Protection Regulation (UK GDPR). 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	<i>Please select:</i> <i>Pupil / parent / carer/ employee / governor / volunteer</i>  <i>Other (please specify):</i>
Correspondence address	
Contact number	
Email address	
Details of the information requested	<i>Please provide me with:</i> <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"><li>➤ <i>My personnel file</i></li><li>➤ <i>My child's medical records</i></li><li>➤ <i>My child's behaviour record, held by [insert class teacher]</i></li><li>➤ <i>Emails between 'person A' and 'person B' between [dates]</i></li></ul>

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)

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Printed \_\_\_\_\_



# Alcester Academy

Headteacher: Mrs Sarah Mellors  
Deputy Headteacher: Mr Nick Cooke



Assistant Headteacher: Miss Karen Buckthorp  
Assistant Headteacher: Miss Charlie McKenzie

Add Name and Address

Add Date

Dear [name],

## Re: your subject access request

I can confirm that [school name] received your request on [date] to see the following data that we hold about you:

- [Summarise the data requested]

If you expect to respond within 1 month, insert:

We will respond to your request within 1 month, as required under the UK General Data Protection Regulation (UK GDPR).

We don't think we will need to extend the response time, which we're able to do when requests are complex. However, if it becomes clear that we do need to extend the response period by up to 2 months, we will let you know by [date – this will be 1 month from when you received the request].

If you think the request is too complex to respond within 1 month, insert:

In most cases, we respond to subject access requests within 1 month, as required under the UK GDPR. However, we are able to extend this period by up to 2 months for complex requests.

We anticipate that your request will be too complex for us to fulfil within 1 month during the summer holidays, due to the nature of your request and the lack of available staff in school at this time.

In particular, [insert more details to explain why you have judged that this request is too complex, e.g. there is data stored on teachers' laptops that you cannot access centrally, or that data will need to be extracted from a part of the IT system that will need input from members of the IT team who do not work over summer].

We will respond to your request by [date – which will be 3 months from the date the request was received] at the latest.

For further information, please contact our data protection officer, [include name and contact details of your DPO, or alternative staff member to contact over the summer holidays].

If you disagree with this decision, you can contact the Information Commissioner's Office by calling 0303 123 1113, or going to the following webpage: <https://ico.org.uk/global/contact-us/>

We are sorry for any inconvenience this may cause you,



Best wishes,

[Name]