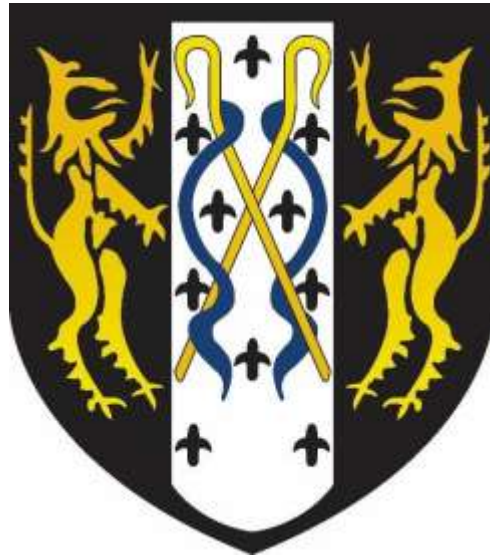


Eastbrook Secondary School



GDPR – Data Protection SAR Procedure Policy

If printed, copied or otherwise transferred from this website this document must be considered to be an uncontrolled copy.

Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.

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Issued By: Headteacher

Review Date: November 2024



EASTBROOK COMPREHENSIVE SCHOOL

DATA PROTECTION

SUBJECT ACCESS PROCEDURE

1st November 2022

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 dpo@eastbrookschoool.org.uk

Subject Access Requests (SAR)

What is a valid subject access request?

A subject access request can be made verbally or in writing. The following should also be considered when considering validity: -

- A request can be sent by email, in hard copy, via social media or verbally.
- 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 have to respond in a format which is accessible to a person with health conditions or impairments, 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 General Data Protection Regulations, 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 12 and up – All children who are aged 12 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 for children under 12.
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 30 calendar days wherever possible. If this time limit cannot be met, then the requestor must be informed.

SUBJECT ACCESS REQUEST (SAR) PROCEDURE FLOW CHART

