

# SUBJECT ACCESS REQUESTS

## Access to information held by the school about your child

### Parents, carers and pupils' rights regarding personal data

Parents, carers and pupils have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents and carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in a clear format

### PLEASE NOTE:

As a school, we are happy to respond to all subject access requests in a timely manner. We ask parents and carers to consider that response to requests received during school holiday periods may be more delayed than we would like, but we will endeavour to respond as soon as practicable.



If you would like to make a request, please contact our data protection officer:

**Liz Easterbrook**

Schools Data Protection Officer

Finance

Plymouth City Council

Ballard House

Ground Floor

Plymouth

PL1 3BJ

**T** +441752398380

**E** [liz.easterbrook@plymouth.gov.uk](mailto:liz.easterbrook@plymouth.gov.uk)

Alternatively, please email: [info@discoverymat.co.uk](mailto:info@discoverymat.co.uk) to contact the Trust directly

Tel: (01752) 706361

**Please ask for a Subject Access Request form** from the school office.



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