



SIMON BALLE ALL-THROUGH SCHOOL

SUBJECT ACCESS REQUEST POLICY

First Issue: April 2018

Last Review: June 2020

Next Review: June 2022

Committee Responsible: Personnel and/or SPC

GDPR Subject Access Request Policy (SAR)

Individuals have the right to access their personal data and supplementary information. This right of access allows individuals, including students, to be aware of and verify the lawfulness of the processing.

What information is an individual entitled to under the GDPR?

Under the GDPR, individuals will have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information

What is the purpose of the right of access under GDPR?

The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the processing.

Fees

A copy of the information will be provided **free of charge**. However, the school may charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The school may also charge a reasonable fee to comply with requests for further copies of the same information. We will not charge for all subsequent access requests.

The fee must be based on the administrative cost of providing the information.

Length of compliance

Information will be provided without delay and at the latest within one month of receipt.

We may extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform the individual within one month of the receipt of the request and explain why the extension is necessary.

If the request is manifestly unfounded or excessive

Where requests are manifestly unfounded or excessive, in particular because they are repetitive, we will:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

Where we refuse to respond to a request, we will explain why to the individual, informing them of their right to complain without undue delay and at the latest within one month.

How the school will provide the information

The school will verify the identity of the person making the request, using 'reasonable means'.

If the request is made electronically, we will endeavour to provide the information in a commonly used electronic format.

Currently, the Go4Schools portal will allow individuals limited access to their information. For information not visible on Go4Schools, the school will provide additional information.

The right to obtain a copy of information or to access personal data through a remotely accessed secure system should not adversely affect the rights and freedoms of others.

Requests for large amounts of personal data

Where we process a large quantity of information about an individual, the GDPR permits us to ask the individual to specify the information the request relates to.

The GDPR does not include an exemption for requests that relate to large amounts of data, but we may be able to consider whether the request is manifestly unfounded or excessive.