

SUBJECT ACCESS REQUEST PROTOCOL

Date of issue: 01/06/2021

1. Subject Access Request: Requester Overview

- 1.1 As an organisation, we collect and process data about individuals. We explain what information we collect, and why in our Privacy Notices.
- 1.2 Any individual, or person with parental responsibility, or young person with sufficient capacity to make a request is entitled to ask what information is held, so that person is the 'Requester'.
- 1.4 Copies of the information shall also be made available on request. A form to complete is available.
- 1.5 To ensure that requests are dealt with in an effective and timely manner we may seek to clarify the terms of a request.
- 1.6 To collate and manage requests we have designated personnel to co-ordinate all requests. Please ensure that requests are made on the required form to your academy or to the Trust.

2. What happens next?

- 2.1 There is a Subject Access Request form on the website. We encourage everyone to use this form as it enables us to make sure you are being provided with the actual information that you require.
- 2.2 Please complete the form, and provide the necessary information, and send it back to the Academy.
- 2.3 Evidence of the requester's identity may be required. Discretion about employees and persons known to the academy may be applicable but if ID evidence is not required an explanation must be provided by academy staff and signed and dated accordingly.
- 2.4 We may need to contact you to clarify details about what you have requested.
- 2.5 We may need to contact other people and 3rd parties, who have provided information that is on our files.

3. Providing the information.

- 3.1 We need to review the information to see what can be shared, or if any item needs another person's consent. It may be that some information is subject to an exemption and cannot be shared.
- 3.2 Exemptions to a Subject Access Request may include:
 - Education, Health, Social Work records
 - Examination marks and scripts
 - Safeguarding records
 - Special educational needs
 - Parental records and reports
 - Legal advice and proceedings
 - Adoption and Court records and/or reports
 - Regulatory activity and official requests e.g. DfE statistical information
 - National security, Crime and taxation
 - Journalism, literature and art
 - Research history, and statistics
 - Confidential references
- 3.3 All data subjects have the right to know:
 - What information is held
 - Who holds it
 - Why it is held
 - What is the retention period
 - That each data subject has rights. Consent can be withdrawn at any time (to some things).



- A right to request rectification, erasure or to limit or stop processing
- A right to complain

3.4 Much of this will be contained within the Privacy Notices on the website.

4. Provision and Timeline

- 4.1 The information will be provided in an electronic format, usually within one calendar month of the request. However, in some circumstances, for example an academy is closed for holidays, this may be extended by up to another 2 calendar months.
- 4.2 Information is usually provided in a secure electronic format.
- 4.3 Following delivery of the information, the requester has the right to ask for a review or use the complaints procedure if they believe that information has not been provided.

5. General Data Protection Regulation

- 5.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

