DATA PROTECTION ACT

DATA SUBJECT RIGHTS REQUEST GUIDANCE

INTRODUCTION

Individuals whose personal data we process are known as Data Subjects. Data Subjects have rights in relation to that information. This document sets out those rights and includes an application form, which is our preferred method for receiving Data Subject Rights Requests.

YOUR RIGHTS

The Data Protection Act 2018 gives you a number of information rights. You are entitled to:

- Access to the personal information that the school holds about you
- Know the types of information that we hold about you
- Know what your information is being used for and why
- Know where the information came from and who we might share it with
- Know how long we will keep your personal information
- Have information about you erased if it meets certain conditions
- Have corrections made to inaccurate information and in certain circumstances restrict what we do with your information

In certain circumstances:

- The right to data portability where we provide you with your personal information in a commonly used, machine readable form.

HOW WE WILL RESPOND TO YOUR REQUEST

Your right to access your information

If you would like access to your personal information we will provide you with:

- A copy of the requested information within one month (30 days), free of charge.
- Your information in either paper or electronic form. Please let us know when you make your request your preferred format.

Following your request for access if you feel that any of the data is inaccurate and should be corrected or erased please submit a further Data Subject Rights Request.

When we complete your request we will keep a copy of your application, identity documents and the information provided to you for six years.

Please be aware:

- If your request is particularly complex we have the right to extend the period of compliance by a further two months (60 days). In this case we will contact you within the first month to let you know. We may also ask if you can provide more detail about the specific information you hope to obtain.
- We reserve the right to charge a fee where the request is manifestly unfounded, excessive or where we have already provided a copy. This fee will be based on the administrative cost of providing you with the information.
- In exceptional circumstances, where a request is deemed to be manifestly unfounded, excessive and in particular repetitive we may refuse to respond. If we decide to refuse your request we will, within one month of receiving your request, explain why and inform you of your right to complain to the Information Commissioner and to a judicial remedy.

Your other information Rights

Your request will be passed to the Data Protection Officer who will assess the information to see if we can comply with the request. This will include, but is not limited to, assessing who provided the information, why we are processing the information and what our lawful basis for processing the information is. When the assessment is complete we will write to you to let you know whether we have been able to comply with your request or not. Where we have not been able to comply we will explain our reasons for this.

When we complete your request we will keep a copy of your application, identity documents and the information provided to you for six years.

FURTHER INFORMATION

If you would like further information about your information rights under the Data Protection Act 2018 please contact the school's Data Protection Officer.

Independent advice

You can also contact the Information Commissioner's Office to seek an independent opinion. You can call them on 0303123113, write to them at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilsmslow, Cheshire, SK9 5AF or visit the Information Commissioner's website.

EXERCISING YOUR RIGHTS

Please complete the form below and return this to:
Headteacher
College Road Primary School
College Road
Keyham
Plymouth
PL2 1NS
Tel: 01752567660
Email: college.rd.primary.school@plymouth.gov.uk

Privacy Notice

For information about how the school will use the information you supply in this form and the information rights you have please see our Privacy Notice.

DATA SUBJECT RIGHTS REQUEST

Section 1

1 a. Please provide your name, date of birth and address in the space provided.

Surname	**Forenames**
Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)	
Date of birth (DOB)	
Address	
Postcode	Email
Telephone number	

1 b. You **only** need to complete this section if you are making a Subject Access Request on behalf of another living person. Please provide their details below:

Surname	**Forenames**
Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)	
Date of birth (DOB)	
Address	
Postcode	Email
Telephone number	

If you are making this request on behalf of another person you must provide their written consent or other evidence that you have the legal right to act on their behalf.

Please tick **one** of the following:

☐ I am enclosing written consent on behalf of the individual named in section 1b

☐ I am a parent or guardian acting on behalf of a child who does not have the capacity to understand the nature and reason of the request.

*Please give brief details on why the request is in the best interests of the child, e.g. what will the information be used for, what outcomes are you hoping to achieve etc.

Now go to Section 2

Section 2

With your application you will need to provide two original forms of identification from the list below. If you send these to us by post they will be returned to you either in person or via Royal Mail recorded delivery.

- Birth certificate
- Divorce, annulment or separation document
- Marriage certificate
- Utility bill
- Passport
- Bank statement
- Medical card
- Letter from doctor, solicitor or probation officer
- UK residents permit
- Benefits or Tax Credit letter
- Pay slips

If you have difficulty supplying these documents please call 01752 567660 or email: college.rd.primary.school@plymouth.gov.uk .

Now go to Section 3

Section 3

Please indicate which of your right(s) you wish to exercise – please tick all boxes that apply:

a. ☐ **Access to your personal information**

b. ☐ Corrections to inaccurate personal data held by the school

c. ☐ Deletion of personal information (this can only be done if it meets certain conditions)

d. ☐ Restriction of the processing of personal information

If you have ticked **a.** please go to **Section 4**

If you have ticked **b-d** please provide further information below. It is important that we have enough detail so that we can identify the relevant information and decide how we will respond to your request.

Now go to Section 5

Section 4

To enable us to target and process your request as efficiently as possible please indicate, by ticking the relevant box(s), which areas of the school's records you are interested in obtaining personal information from.

☐	Admissions	☐	Education – including exams, attainment, progress
☐	Special Educational Needs	☐	Safeguarding
☐	Trips and Events	☐	Payment systems
☐	Personnel/Employee Administration	☐	

Please provide any additional details which may help to identify the personal information you would like access to:

Please tick below whether you would like to receive the requested information in electronic or paper format.

☐ Paper format

☐ Electronic Format

Section 5

Declaration

I understand that it may be necessary for the school to obtain more detailed information in order to be satisfied as to my identity, and that the period in which the school must, under law, respond will not commence until they are satisfied.

I confirm that the reply to my application may be sent to the name and postal address and/or email address given in Section 1 above.

Signed _____ Date _____