



Subject Access Requests

Hardy Mill Primary School follow current data protection and other legislative guidance when dealing with Data Subject Access Requests. [Click here for current ICO pupil information](#)

As a maintained school, regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record, also applies. In some cases it might be more appropriate for a parent to make a request to access their child's educational records rather than a Subject Access request (SAR). For further information please contact Mrs Jo Briggs (Head Teacher.)

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

How to make a Subject Access Request

Subject Access Requests can be verbal, but it is appreciated if they could be submitted in writing using the proforma (**Appendix 1**) and sent for the attention of Mrs Jo Briggs (Head teacher). Requests in writing enable school to have all the relevant information to enable us to deal with your request.

Once a SAR has been received by school, this request will be shared with the Data Protection Officer ("DPO") as soon as possible.

APPENDIX 1 – Request for subject access form

Dear Mrs Briggs

Please provide me with the information about me that I am entitled to under the UK General Data Protection Regulation (UK GDPR). This is so I can be aware of the information you are processing about me and verify the lawfulness of the processing.

Here is the necessary information:

Name:	
Relationship with the school	<i>Please select:</i> <i>Pupil / parent / carer/ employee / governor / volunteer</i> <i>Other (please specify):</i>
Correspondence address	
Contact number	
Email address	
Details of the information requested	

If you need any more information from me, please let me know as soon as possible. Please bear in mind that, in most cases, you must supply me with the information within 1 month and free of charge.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely,