



## Data Subject Rights Policy

### 1. Rights of Access to Personal Data ('Subject Access Request')

- 1.1 Individuals have the right to access their personal data and supplementary information which the School holds.
- 1.2 Where a parent is making a subject access request on behalf of a child who is of secondary school age (and above), the School will usually need the authority of the pupil to release this information to the parent. If a pupil below that age requests his own information, the parent's consent may be required to release that information depending on the circumstances. Factors such as maturity and specific circumstances will be considered case by case.
- 1.3 There may be information which the School cannot release when requested; for example, if the personal data of third parties is involved, if the information is privileged or, in certain cases, information is in relation to the safeguarding of a pupil. Where such information is involved, the School will usually give reasons in general terms as to why this is being withheld unless there is a lawful basis not to do so.
- 1.4 These rules are specific to the formal subject access regime. There may be scope for one-off or occasional sharing of information by agreement between the School and parents and without a pupil's consent, should circumstances deem it lawful and necessary, Under the terms of the School Terms and Conditions parents can expect to be kept informed and although data protection law will apply to such sharing, it is likely that in most circumstances, this will be permissible.

### 2. How to request information ([Appendix 1](#)):

- 2.1 To request information from the School, individuals are encouraged to email [data@hamptonschool.org.uk](mailto:data@hamptonschool.org.uk).
- 2.2 All requests should be as specific as possible citing exactly what information is required. For example, if a pupil's grades are required then rather than *'Please could I see my Son's school record'*, the requests should state *'Please could I have a list of my son's grades for this academic year'*.

This would mean that the School only has to search one system, taking a relatively short time, as opposed to searching all paper and electronic systems, an expensive and time-consuming process.

- 2.3 Individuals requesting information should include their name and relationship to the data requested (parent / pupil / other). Any third party requests should also be authorised by the relevant parent or pupil. A template outlining all information required by the School to process a request is included in Appendix 1.
- 2.4 Information may be required to prove an individual's identity; the School will ask for this when a data request is received. If the School is contacted from an email address which has previously been supplied, the School will assume that identity is proven.

Date of review	May 2018	Date ratified by Governors	Pending
Date of next review	May 2020	Reason for review	New legislation

### **3. Receipt of request for information:**

- 3.1 The School is closed on Bank Holidays and for the Christmas and New Year period. During those times, the data email address will not be monitored. The email address will be monitored at all other times, including School holidays.
- 3.2 Data access requests should be made during School hours – between 9.00am and 4.00pm. The School will endeavour to respond to all requests within the statutory period (see Point 4) The School asks that requests are made such that they will be received in School hours between 9am to 4pm. If the request is received on a weekend or outside of School hours then of course the School will endeavour to reply within the statutory period. However, some requests may involve complex document review or redaction because of the data protection obligations owed to other individuals who may be identifiable. Hence the School asks for consideration.
- 3.3 Any request received when the data email address mailbox is not monitored will receive an out of office reply giving the date of the School's next working day.

### **4. Time for response:**

- 4.1 The School will usually supply the information requested within one month from receipt.
- 4.2 Data will be provided at no cost. For any additional copies the School may charge a reasonable fee based on administrative costs.
- 4.3 If a request is considered manifestly unfounded or excessive, the School may refuse to respond. In this case, the School will provide reasons for the refusal

### **5. How the information will be provided:**

- 5.1 Information will be provided electronically via email and encrypted file to the given email address unless a different method is requested.

### **6. Other rights**

- 6.1 Individuals have other rights under the Data Protection law:
- To understand what personal data we use;
  - To require that the School does not send marketing communications.
  - To request that the School erases personal data;
  - To require that the School restricts its data processing activities;
  - To request that the School provides personal data in a reasonable format specified and as specified in the request
  - To require that the School updates any personal data which it may hold and which is incorrect.
- 6.2 Should an individual wish to exercise any of the above rights, above they should email [data@hamptonschool.org.uk](mailto:data@hamptonschool.org.uk).
- 6.3 The School requests that as much information as possible is included in such a request to ensure that the school can process the request, including finding the data to which the request relates.

**Appendix 1**

**Template form for requesting data**

<p><b>Who is requesting the data</b></p> <p><i>The person whose data it is / a parent requesting their child's data. The school may in some circumstances need to seek the child's authority.</i></p>	
<p><b>On whose behalf is the request made</b></p>	
<p><b>Email address</b></p> <p><i>For communication in regards to request</i></p>	
<p><b>Telephone number</b></p>	
<p><b>Information requested</b></p> <p><i>Please include as much information as possible here.</i></p> <p><i>What information you want i.e. grades, contact records, disciplinary records</i></p>	
<p><b>The time period for which you want the information</b></p> <p>Please be as narrow as possible such as 'my Son's fourth year' or 'Academic year 2016-17'</p>	
<p><b>Has this information been requested before</b></p>	
<p><i>Optional:</i> Reason for request</p>	
<p><b>Any further relevant information</b></p> <p><i>Any information which may assist the School in finding or collating information for you, e.g. for CCTV footage.</i></p>	

*Privacy Notice: The information you share in this form will be used by the School to process your request for information. To do so any information you share with the School may be passed to its legal advisers or the Information Commissioners' Office (ICO). For further information, please contact [data@hamptonschool.org.uk](mailto:data@hamptonschool.org.uk). The information you share on this form will be retained while we process your request and up to seven years in accordance with the School's retention policy. Further information on how the School uses your information can be found [here](#).*