



## **Subject Access Policy for ACT and the following Academies:**

Our Lady of Lourdes Catholic Primary School  
Sacred Heart Catholic Primary School  
St Helen's Catholic Primary School  
Holy Family Catholic Primary School  
St Teresa's Catholic Primary School  
St Joseph's Catholic Primary School  
St George's Catholic Primary School  
Our Lady of Ransom Catholic Primary School  
St Thomas More High School

**This Subject Access Policy has been approved and adopted by the Assisi Catholic Trust in  
September 2023 and will be reviewed in September 2026  
Committee Responsible: Audit and Risk Committee**

### **Assisi Catholic Trust Mission Statement**

*Our mission is to inspire the children in our care and that our schools place Christ and the teaching of the Catholic Church at the centre of all we do. We believe that every child has a right to educational excellence and we are committed in partnership to ensure this happens.*

### **Motto**

*'Start doing what is necessary, then do what's possible and suddenly you are doing the impossible'*

*If printed, copied or otherwise transferred from this website this document must be considered to be an uncontrolled copy.*

*Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.*

## Controlled Document

<b>Title</b>	<b>Subject Access Request Policy</b>
<b>Document Type</b>	Approved
<b>Author</b>	Data Protection Enterprise Ltd
<b>Owner</b>	Assisi Catholic Trust
<b>Document Version</b>	Version 3
<b>Created</b>	September 2023
<b>Approved by</b>	Board of Governors
<b>Review Date</b>	September 2026 or earlier where there is a change in the applicable law affecting this Policy Guidance

### Version Control

Version	Date	Author	Description of Change
1	20/01/2022	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	New Policy
2	5 May 2022	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	S5 amended to include verbal requests
3	01/09/2023	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	Policy Review

### Content:

1. Introduction
2. Policy Statement
3. Scope
4. What is the School's general policy on providing information?
5. How can an individual make a Subject Access Request?
6. What will the School do when the School receive a Subject Access Request?
7. Will the School charge a fee?
8. How long do the School have to respond to a Subject Access Request?
9. Are there any grounds the School can rely on for not complying with a Subject Access Request?
10. What if you identify an error in the School records?
11. The School complaints procedure
12. Complaining to the Information Commissioner
13. Policy Review
14. Links with other policies

Where this Policy states 'Schools' it shall mean all the Academies in the Assisi Catholic Trust.

In this Policy 'we', 'us' and 'our' means the Trust and Academies.

## 1. INTRODUCTION

The GDPR and DPA 2018 gives individuals the right of access to their personal information held by Assisi Catholic Trust (the School). Subject Access is a fundamental right for individuals, but it is also an opportunity for the School to provide excellent customer service by responding to Subject Access Requests (SARs) efficiently and transparently and by maximising the quality of the personal information you hold. This Policy explains how we will fulfil its obligations under the Act.

The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with the principles (Article 5(1) of the GDPR), which make sure that personal information is:

- a) processed lawfully, fairly and in a transparent manner
- b) collected and processed for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- c) adequate, relevant, and limited to what is necessary for the purpose
- d) accurate and kept up to date
- e) not kept for longer than is necessary and subject to appropriate technical and organisation measures to safeguard the rights and freedoms of individuals
- f) processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing; and

Article 5(2) adds that 'the controller shall be responsible for, and be able to demonstrate compliance with Article 5(1) ('accountability') and;

Secondly, it provides individuals with important rights (Articles 13 and 14):

- 1) Right to be informed
- 2) Right of access
- 3) Right to rectification
- 4) Right to erasure (right to be forgotten)
- 5) Right to restrict processing
- 6) Right to data portability
- 7) Right to object
- 8) Rights related to automated decision making including profiling

## 2. POLICY STATEMENT

We regard the Act as an important mechanism in achieving an honest, safe and open relationship with its students and employees.

Subject access is most often used by individuals who want to see a copy of the information we hold about them. However, subject access goes further than this and an individual is entitled to be:

- Told whether any personal data is being processed;
- Given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- Given a copy of the personal data; and
- Given details of the source of the data (where this is available)

An individual can also request information about the reasoning behind any automated decisions taken about him or her, such as a computer-generated decision for assessment of performance at work.

The aim of this policy is to ensure that we comply with its legal obligations under the UK General Data Protection Regulation and Data Protection Act 2018 and can evidence that we have done so. It also aims to ensure that we:

- Have robust processes in place for dealing with SARs, saving time and effort;
- Increase levels of trust and confidence by being open with individuals about the personal information we hold;
- Improve the transparency of our activities in line with public policy requirements.

This policy should be read in conjunction with the Subject Access Request Procedure.

### **3. SCOPE**

This Policy outlines how an applicant can make a request for their personal information under the Act and how it will be processed.

This is not a legal document. It does not confer rights nor override any legal or statutory provisions which either require or prevent disclosure of personal information.

This document considers the key features of the Act and outlines how we will take steps to ensure compliance in relation to requests for personal information.

Requests for access to the records of people who are deceased are not within scope of this Policy as the Act only applies to the data of living individuals. Such requests will be treated as requests for access to information under the Freedom of Information Act or as miscellaneous requests, depending on the nature of the data and the reason the data is being requested.

### **4. WHAT IS OUR GENERAL POLICY ON PROVIDING INFORMATION?**

We welcome the rights of access to information that are set out in the GDPR and DPA. We are committed to operating openly and to meeting all reasonable requests for information that are not subject to specific exemptions in the Act.

It is the responsibility of every member of staff acting for or on behalf of us. Subject Access Requests fall within the data protection statutory framework and the ability to identify and appropriately handle a request for information is considered to be part of every employee's role.

Your primary responsibility is to ensure that Subject Access Requests are in the first instance directed to our Data Protection Officer. It is important that requests are processed as soon as they are received to assist in meeting the statutory deadline.

## **5. HOW CAN AN INDIVIDUAL MAKE A SUBJECT ACCESS REQUEST?**

A Subject Access Request is a request for personal information (known as personal data) held about you by us. Generally, you have the right to see what personal information we hold about you, you are entitled to be given a description of the information, what we use it for, who we might pass it onto, and any information we might have about the source of the information. However, this right is subject to certain exemptions that are set out in the GDPR and DPA.

Where possible a Subject Access Request should be made in writing via email to [dpo@assisicatholictrust.com](mailto:dpo@assisicatholictrust.com) or by post to the Data Protection Officer at the School address.

Individuals may make a Subject Access Request using the School Facebook page or Twitter account, but this is not recommended.

Individuals may also make a verbal Subject Access Request, but it is recommended that even if made verbally it is followed up in writing to provide an audit trail of the request and to ensure there is no misunderstanding on the information required.

We may require you to complete a request form to ensure we have all the details we need to locate the information you require but we will not use this as a way of extending the time limit for responding.

## **6. WHAT DO THE SCHOOL DO WHEN THE SCHOOL RECEIVE A SUBJECT ACCESS REQUEST?**

### **Checking of Identity**

- 6.1 We will first check that the School have enough information to be sure of your identity.
- 6.2 If the person requesting the information is a relative/representative of the individual concerned, then the relative/representative is entitled to personal data about themselves but must supply the individual's consent for the release of their personal data. If you have been appointed to act for someone under the Mental Capacity Act 2005, you must confirm your capacity to act on their behalf and explain how you are entitled to access their information.

If you are the parent/guardian of a young person under 13, we will need to consider:-

- Where possible, the young person's level of maturity and their ability to make decisions
- The nature of the personal data
- Any court orders relating to parental access or responsibility that may apply
- Any duty of confidence owed to the students or young person
- Any consequences of allowing those with parental responsibility access to the student's or young person's information, particularly important if there have been allegations of abuse or ill treatment
- Any detriment to the students or young persons if individuals with parental responsibility cannot access this information; and
- Any views the students or young person has on whether their parents should have access to information about them

6.3 Should you make a data Subject Access Request but you are not the data subject, you must stipulate the basis under the GDPR that you consider makes you entitled to the information.

### **Collation of information**

6.4 We will check that we have enough information to find the records you requested. If we feel the School need more information, then we will promptly ask you for this. We will gather any manual or electronically held information and identify any information provided by a third party or which identifies a third party.

6.5 When responding to a Subject Access Request that involves providing information that relates both to the individual making the request and to another individual we do not have to comply with the request if to do so would mean disclosing information about another individual who can be identified from that information, except where:

- The other individual has consented to the disclosure; or
- It is reasonable in all the circumstances to comply with the request without that individual's consent

We may sometimes be able to disclose information relating to a third party and the decision will be on a case by case basis. The decision to disclose will be based on balancing the data subject's right of access against the third party's individual rights in respect of their own personal data. If the third-party consents to disclosure, then it would be unreasonable not to do so. However, if there is no consent, the School will decide whether it is 'reasonable in all the circumstances' to disclose the information and will consider the following:-

- Is there any duty of confidentiality owed to the third-party;
- Any steps the School have taken to try and obtain third-party consent;
- Whether the third-party is capable of giving consent; and
- Any stated refusal of consent by the third-party.

- 6.6 Before sharing any information that relates to third parties, we may anonymise information that identifies third parties not already known to the individual and edit information that might affect another party's privacy. We may also summarise information rather than provide a copy of the whole document.

### **Issuing the response**

- 6.7 Once any queries around the information requested have been resolved, copies of the information in a permanent form will be sent to you except where you agree, where it is impossible, or where it would involve undue effort. In these cases, an alternative would be to allow you to view the information on screen at the School.
- 6.8 We will explain any complex terms or abbreviations contained within the information when it is shared with you.

## **7. WILL WE CHARGE A FEE?**

The GDPR does not allow us to charge a fee. However, we can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive or when further copies are requested.

Where a request relates to 'unstructured person data' we are not required to comply with the request if it estimates that the cost of doing so would exceed £450 (Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004)

## **8. HOW LONG DOES THE SCHOOL HAVE TO RESPOND TO A SUBJECT ACCESS REQUEST?**

A request for a student's educational record must be provided within 15 school days from when we have received all the information necessary to identify you, to identify the information requested, to provide you with the information or to provide an explanation about why we are unable to provide the information.

Requests for non-educational records must be responded to within one calendar month. However, it may not be possible to comply with this outside of school term dates due to school closure and access to the information not possible, but we will make every effort to respond within one calendar month wherever possible.

## **9. ARE THERE ANY GROUNDS THE SCHOOL CAN RELY ON FOR NOT COMPLYING WITH A SUBJECT ACCESS REQUEST?**

### **Previous request**

If you have made a previous Subject Access Request, we must respond if a reasonable interval has elapsed since the previous request. A reasonable interval will be determined upon the

nature of the information, the time that has elapsed, and the number of changes that have occurred to the information since the last request.

## Exemptions

The Act contains a number of exemptions to our duty to disclose personal data. We must consider whether it is possible to comply with the SAR without revealing information that relates to and identifies a third-party individual or any other exempt information.

Examples of third party information that cannot be shared routinely without specialist consideration are:

- Safeguarding concerns which may contain information about multiple young persons including siblings and estranged parents
- Files containing legally privileged information
- Files containing advice from relevant professionals such as doctors, police or probation services
- Employee files containing information identifying managers or colleagues who have contributed to (or are discussed in) that file.

Special consideration should be given to sharing this type of information. Special rules apply to Subject Access Requests relating to information about the outcome of academic examinations. This applies to requests for examination scripts, marks or markers' comments.

Information comprising the answers given by a student during an examination is exempt from the right of subject access. A Subject Access Request cannot be used to obtain a copy of a student's examination script.

## 10. WHAT IF YOU IDENTIFY AN ERROR IN THE SCHOOL RECORDS?

If we agree that the information is inaccurate, we will correct it and where practicable, destroy the inaccurate information. We will consider informing any relevant third party of the correction.

If we do not agree or feel unable to decide whether the information is inaccurate, we will make a note of the alleged error and keep this on file.

## 11. THE SCHOOL COMPLAINTS PROCEDURE

If you are not satisfied by our actions, you should firstly contact our Data Protection Officer.

We will deal with any written complaint about the way a request has been handled and about what information has been disclosed.

The Data Protection Officer can be contacted by email: [dpo@assiscatholictrust.com](mailto:dpo@assiscatholictrust.com)

If we refuse to disclose information in response to a Subject Access Request, we may offer the applicant an opportunity to appeal the initial decision. If the applicant believes that an error



has been made in the response to their Subject Access Request they are able to appeal our decision by seeking an internal review.

Once an appeal has been received the complainant will receive an acknowledgement receipt and the request and response to it will be reconsidered.

The applicant will be notified of the outcomes of the internal review as soon as possible. All internal reviews should be concluded within 20 working days.

If an applicant's appeal is successful, they will receive the information they requested as soon as possible. If the appeal is unsuccessful we will provide an explanation of the findings and supply further information on how to take the matter further.

## 12. COMPLAINING TO THE INFORMATION COMMISSIONER

If you remain dissatisfied with the outcomes of our decisions, you have the right to refer the matter to the Information Commissioner. The Information Commissioner will make an initial assessment of the case before carrying out an investigation. The Information Commissioner has written guidance notes for applicants on how to complain and published it on their website, [www.ico.gov.uk](http://www.ico.gov.uk)

## 13. POLICY REVIEW

The DPO is responsible for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

## 14. LINKS WITH OTHER POLICIES

This Subject Access Request policy is linked to:

- Data Protection Policy
- Freedom of information Policy
- Security Incident and Data Breach Policy
- Records Retention and Deletion Policy
- Information Sharing Policy
- Information Security Policy

The Information Commissioner also provides a free helpdesk that can be used by anyone and a website containing a large range of resources and guidance on all aspects of Information Law for use by organisations and the public. See [www.ico.org.uk](http://www.ico.org.uk)