



The Thomas Adams School

Policy Statement

Subject Access Request

Date of latest version	September 2021
Agreed by Governors	
Date of next review	
Review cycle	

This document sets out The Thomas Adams School's policy for responding to "subject access requests" under data protection legislation.

A subject access request is a written request for personal data held about you by The Thomas Adams School. Data protection legislation gives individuals the right to know what information is held about them. However, this right is subject to certain exemptions.

When we receive a subject access request we will first check that we have enough information to be sure of your identity. This may involve us asking for 2 forms of identification or making contact via phone to confirm the request. We will gather any manual or electronically held information (including emails) and identify any information provided by a third party or which identifies a third party. This will be redacted or removed from the record.

We will deal with your subject access request without delay and respond within one month of receipt of your request. However, if the work involved is particularly complex or if numerous requests are made then we may extend this period by up to two additional months. In this case, we will inform you about the extension and explain the reasons.

We will not charge a fee for dealing with your request unless it is manifestly unfounded or excessive. If we charge a fee, we will inform you of this and explain the reasons for doing so.

We will explain what steps have been taken in dealing with your request i.e. we will set out the source of your personal information we have gathered.

The information will be provided in a concise, transparent and easily accessible form. It may be provided in writing, or by other means, including, where appropriate, by electronic means.

There are a number of exemptions to our duty to disclose personal data. We will not disclose data that raises safeguarding concerns for a child or that is covered by legal professional privilege. We may seek legal advice in these circumstances.

If we agree that the information is inaccurate, we will correct it and where practicable, destroy the inaccurate information. 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.

If you are not satisfied by our actions, you have the right to refer the matter to the Information Commissioner's Office at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

If you would like to know more or have any concerns about how your personal data is being processed please contact The Data Protection Officer at: dpo@thomasadams.net

If you wish to make a Subject Access Request, please complete the following form.

**Thomas Adams School
Subject Access Request Form**

The following information is required to help the school to respond fully to your request. Please complete the information below and return this form by email to dpo@thomasadams.net or by post to the Data Protection Officer, The Thomas Adams School, Lowe Hill, Wem, SY4 5UB.

Your details

Title:	
Forename(s):	
Surname:	
Telephone number:	
Email address:	

Information being requested

Please provide specific details (and any relevant dates) of the information being required and any additional information that may enable us to locate your personal data.

By completing this form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by the School that you are entitled to receive.

Declaration

By signing below, you confirm that you are the Data Subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify the School for all losses and expenses incurred if you are not. The School cannot accept requests in respect of your personal data from anyone else, including members of your family – see Data Protection Policy extract at the foot of this page.

Name:	
Signature:	
Date:	

Extract from The Thomas Adams School's Data Protection Policy Statement

11.2 Children and Subject Access Requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.