



Southfields Primary School

Data Subject Access Request (DSAR)

November 2023-24

Statutory guidance approved by the Headteacher on behalf of the Full Governing Body

Under data protection law, individuals have a right to request access to the personal data and supplementary information we, Southfields Primary School, Southfields Estate, Stanground, Peterborough, PE2 8PU, hold about them. This allows them to be aware of, and verify the lawfulness of us processing this data. This document is supplementary to the school privacy notices, which can be located on the school web site which explain how we collect, store and use personal data. Our data protection officer is Jez Lumb (see 'Contact us' below).

1 Personal data of the individual

An individual is only entitled to their own personal data. Children below the age of 12 are generally not 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 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.

2 How to submit a DSAR

On receiving a request, in some instances, we may need to contact the individual via phone to confirm the request was made and verify the identity of the person making the request. This may mean seeking two forms of identification, although this won't always be necessary - for example, staff and governors will be known to the school, so we can more simply verify their identity. We have a letter template available for the individual to complete a request, and this will be provided for completion to help ensure the school can manage the request in the most efficient and timely way. This letter template is available on the school website. It can also be sent electronically to the individual making the request and will be available in paper format from the school reception desk for handwritten completion.

3 Responding to the DSAR

In most cases we will provide the information within 30 school days, and free of charge. If the request is complex or numerous, we can comply within 90 school days, and we will inform the individual of this within 30 school days and explain why the extension is necessary. If the request is made electronically, we will attempt to provide the information in a commonly used electronic format.

3.1 'Unfounded or excessive' requests:

If the request is unfounded or excessive, we can either:

- Charge a reasonable fee for you to comply, based on the administrative cost of providing the information
- Refuse to respond
- Comply within 90 school days, rather than the usual deadline of 30 school days – we will inform the individual of this and will explain why. Usually 'unfounded or excessive' means that the request is repetitive, or asks for further copies of the same information.

3.2 Refusing a request:

When we refuse a request, we will:

- Respond within 30 school days
- Explain why we are refusing the requests
- Tell the individual they have the right to complain to the ICO

4 Summary - Our obligations for managing a DSAR

- We know how to recognise a DSAR and we understand when the right of access applies.
- We have a policy for how to record requests we receive verbally.
- We understand when we can refuse a request and are aware of the information we need to provide to individuals when we do so.
- We understand the nature of the supplementary information we need to provide in response to a subject access request.
- We have processes in place to ensure that we respond to a DSAR request without undue delay and, in most cases, within one month of receipt.
- We are aware of the circumstances when we can extend the time limit to respond to a request. We understand what we need to consider if a request includes information about others.
- We understand the request will ordinarily be free of charge, however if the request is unfounded or excessive we can apply a suitable charge.

5 Contact

If you would like to discuss anything in this guidance note, please contact Jez Lumb at dpo@southfields.peterborough.sch.uk.

This notice is based on the published ICO 'Right of access', amended to reflect the way we use data in this school and is subject to future ICO updates to the subject access code of practise.

The link to the ICO information can be found under: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>