

## Subject Access Request Form



RUSSELL EDUCATION TRUST

Dear DPO

### Re: Subject Access Request – Personal Data

Please supply the information about me I am entitled to under the General Data Protection Regulation/Data Protection Act 2018 relating to the request set out below:

<b>Name</b>	
<b>Relationship with the school</b>	Please select: Student / parent / employee / governor / volunteer Other (please specify):
<b>Correspondence address</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Details of the information requested</b>	Please provide me with: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example: your personnel file, a student's behaviour records</i>

If you need any more information from me, please let me know as soon as possible.

Yours sincerely,

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### How to make a request for personal information held by the School

A paper copy of this form is available from the school office and a digital version can be downloaded from the school website. You do not have to use this form to make your request but it will assist us in dealing with your request as efficiently as possible. Requests not using this form should be made in writing by letter, email or fax. Please hand the completed form/your request to the school office, which can then be passed directly to our Data Protection Officer, or email it directly to the Data Protection Officer at: [DPO@russelleducationtrust.org.uk](mailto:DPO@russelleducationtrust.org.uk)

On receiving a request, we will contact you to confirm the request was made. We shall need to verify the identity of the person making a request and we shall do so using 'reasonable means'. Generally, this means we will ask for two forms of identification.

### Time frame

In most cases we must provide the information within 1 month and free of charge.

If the request is complex or numerous we may require further time to comply and will endeavour to deal with the request within 3 months. If this is the case, we will inform you of this within 1 month and explain why the extension is necessary.

### Unfounded/Excessive requests

If we consider a request unfounded or excessive, for example, repetitive requests or where the requests asks for further copies of the same information, we reserve the right to refuse a request or extend the time for dealing with a request (as with complex requests, above) and charge a fee for dealing with the administration costs.

### Refusing a request

If we refuse a request, we will respond to you within 1 month and explain why we are refusing the request. You have a right to complain to the ICO. We may refuse to disclose information if we believe it might cause serious harm to the physical or mental health of a child/student or another individual, would reveal that a child/student is at risk of abuse, where the disclosure of that information would not be in the child/student's best interests, is contained in adoption or parental order records or is given to a court in proceedings concerning the child/student.

### Children and Subject Access Requests

In academies and free schools, there is no automatic right of access for parents to a student's educational record. All requests will be dealt with as Subject Access Requests in accordance with guidance from the ICO.

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 students at our school may not be granted without the express permission of the student. This is not a rule and a student's ability to understand their rights will always be judged on a case-by-case basis.