



**RAINE'S FOUNDATION SCHOOL**

A Voluntary Aided Church of England School

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Interim Headteacherr: Rob Hullett

**Policy for Dealing with requests for personal information  
Raines Foundation School**

Date	What changed	Date Committee Approved
17.5.2018	New policy in line with GDPR	24.5.18
Derivation		
Revision		
Policy		

Individuals have the right to access the personal data and supplementary information we hold about them.

Parents can request information/data about their child if not older than 13.

The Data Protection Officer will deal with all subject access requests in schools. Our data protection officer is:

Robert Bullett

[Robert.Bullett@london.anglican.org](mailto:Robert.Bullett@london.anglican.org)

Forward all subject access requests to the Heads PA [a.deady@rainesfoundation.org.uk](mailto:a.deady@rainesfoundation.org.uk) or HR Manager [hr@rainesfoundation.org.uk](mailto:hr@rainesfoundation.org.uk)

If you are unsure you are being asked a subject access requests (for example parents might not use the term 'subject access request' but might ask to see their child's behaviour record - this is personal data and so these rules apply, forward all requests for personal information to the Heads PA or HR Officer.

Ensure you have their name and contact details.

The Heads PA/HR Officer will forward the request to Data Protection Officer.

Schools will only have a month to comply with subject access requests (school holidays are counted in the response time).

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

### **How to respond**

- On receiving a request, the Data Protection Officer might ask you to verify the identity of the person making a request using 'reasonable means'
- Generally, this means you should ask for two forms of identification, although this won't always be necessary - for example, staff, governors and pupils will be known to the school, so you could simply ask another staff member to verify their identity
- In most cases you must provide the information within 1 month, and free of charge. If the request is complex or numerous, you can comply within 3 months, but you must inform the individual of this within 1 month and explain why the extension is necessary
- If the request is made electronically, you should provide the information in a commonly used electronic format
- Ensure information provided does not include data for another pupil

### **'Unfounded or excessive' requests**

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

- Charge a reasonable fee for you to comply, based on the administrative cost of providing the information
- Refuse to respond

- Comply within 3 months, rather than the usual deadline of 1 month - you must 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.

### **Refusing a request**

The DPO can decide to refuse the request. When you refuse a request, you must:

- Respond to them within 1 month
- Explain why you are refusing the requests
- Tell the individual they have the right to complain to the ICO