

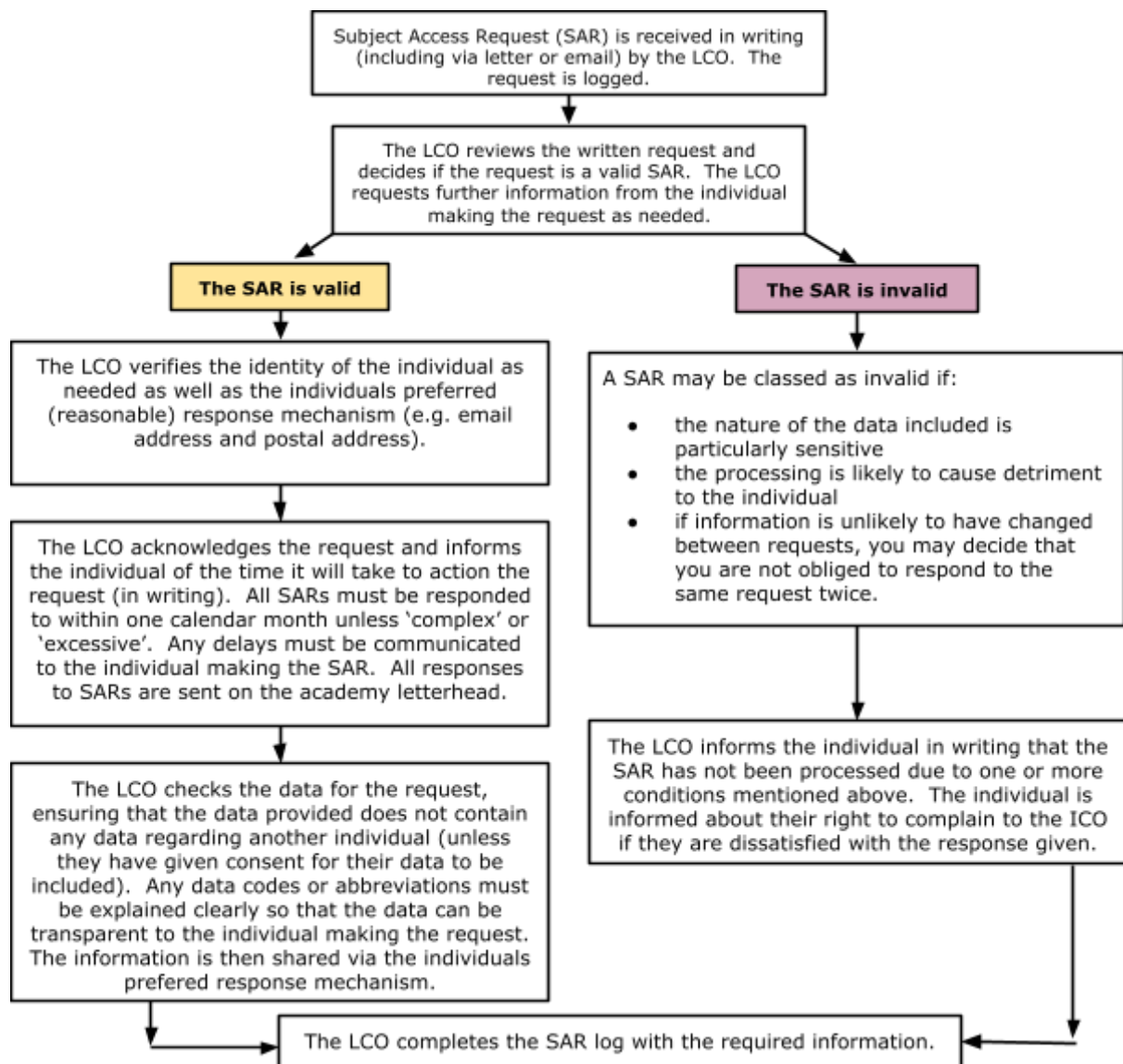


GDPR Subject Access Request Procedure

Chandos Primary School understands the importance of protecting the personal data of staff, pupils and visitors and works hard to ensure that only essential personal data is requested, processed and stored by the school. All processing of personal data is lawful, fair and transparent. Individuals are entitled to request access to their own personal data and the data of those that they are legitimately recognised as acting on behalf of via a **Subject Access Request**.

Procedure

The request is put in writing to the Local Compliance Officer (LCO).



Reasonable Adjustments

Where an individual is making a request but is not able to put the request into writing (e.g. due to a disability or other additional need), then the LCO may accept a verbal SAR, ensuring that all information is gathered before the request is actioned.

In the event that a SAR is being made on behalf of an individual over the age of 13, the LCO will request a letter of authority signed by the person that the data relates to (if it has not already been supplied).

Key Personnel

The LCO (Fiona Smith, School Business Manager) is responsible for reviewing and acting on all SARs within 1 calendar month. All requests are logged by the LCO and where necessary shared with the DPO.

Individuals making requests are responsible for including as much information as possible within their written request.

School staff are responsible for ensuring any requests received by the school are passed to the LCO without delay.

Useful Resources

Subject Access Request Code of Practice (ICO);

<https://ico.org.uk/for-organisations/guide-to-data-protection/>;