

Weston Primary & Nursery School

Subject Access Request Procedure

Created by G Holmes - Based on HfL Model

Date: Oct 2024

Approved by the Governing Body:

Date: 7/4/24

Chair of Governors:



Date: 7/4/24

Headteacher:



Date: 7/4/24

Requesting access to your personal data

Under data protection legislation, parents / carers have the right to request access to information about them that we hold ("Subject Access Request"). To make a request for your child's personal data, or be given access to your child's educational record, contact the DPO at DPO@weston.herts.sch.uk . The DPO will send you a Subject Access Request Form, which you should complete and return.

As the school has limited staff resources, processing a Subject Access Request diverts staff from the important work of supporting the education of our pupils. Therefore, we ask parents to specify exactly which information they require, rather than making a general request for all records (such general requests waste a lot of time producing copies of documents which never prove to be of any use to anyone).

The legal timescale for the School to respond to a Subject Access Request is one calendar month. As the School has no staff resources outside of term time, we encourage parents / carers to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of our data protection responsibilities.