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Subject access requests. Parent/Carer Guide.

Dear Parent/Carer,

Under the Data Protection Act 2018, pupils/parents/legal carers have a right to request access to information the school holds about them. This is known as a subject access request. Subject access requests must be submitted in writing, either by letter, email or fax. Requests should include:

The pupil's name

A correspondence address

A contact number and email address

Details about the information requested

The school will not reveal the following information in response to subject access requests:

Information that might cause serious harm to the physical or mental health of the pupil or another individual

Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests

Information contained in adoption and parental order records

Certain information given to a court in proceedings concerning the child

Parental requests to see their child's educational record

Parents have the right of access to see their child's educational record, free of charge, within 15 school days of a request.

If a subject access request does not relate to the educational record, the Trust will respond within 1 calendar month.

Personal data about a child belongs to that child, and not the child's parents. This is the case even where a child is too young to understand the implications of subject access rights.

For a parent to make a subject access request, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 12 and above as mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents of pupils within our Trust will be granted without the express permission of the pupil.



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