



The Priory School

Educating Students for Success in Life

Name of policy	Subject Access Request
Statutory	Yes
Date policy was up-dated	01 September 2018
Date of next review	01 September 2019
Governors committee	Strategic Resources
Member of staff responsible for the policy	Anthony Foster

Responsibility **Respect** Resilience

You can make a subject access request verbally or in writing. If you make your request verbally, we recommend you follow it up in writing to provide a clear trail of correspondence. It will also provide clear evidence of your actions.

To exercise your right of access, follow these steps:

Step 1

- Think about what personal data you want to access.
- Ensure you have the legal right to access that data. See <https://ico.org.uk/your-data-matters/your-right-of-access/> for support in identifying your personal rights to data.

Step 2

- Make your request directly to the organisation.
- State clearly what you want.

You might not want all the personal data that the organisation holds about you. It may respond more quickly if you explain this and identify the specific data you want.

When making a subject access request, include the following information:

- Your name and contact details.
- Any information used by the organisation to identify or distinguish you from other people with the same name (account numbers etc).
- Any details or relevant dates that will help it identify what you want.

For example, you may want to ask for:

- Information regarding a minor in your legal responsibility
- Information held regarding yourself by the school
- Emails between 'person A' and 'person B' (say from 1 June 2018 to 1 Sept 2018)
- CCTV camera data situated at 'location E' on, say, 23 May 2017 from 11am to 5pm.
- Your personnel file

Letter template

[Your full address]

[Phone number]

[The date]

[Name and address of the organisation]

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the data you want.]

Please supply the data about me that I am entitled to under data protection law relating to: [give specific details of the data you want, for example:

- my personnel file
- my education file
- emails between 'person A' and 'person B' (from 1 June 2017 to 1 Sept 2017)
- my medical records (between 2014 and 2017) held by 'Dr C' at 'hospital D'
- CCTV camera situated at ('location E') on 23 May 2017 between 11am and 5pm

If you need any more data from me, or a fee, please let me know as soon as possible. It may be helpful for you to know that data protection law requires you to respond to a request for data within one calendar month.

If you do not normally deal with these requests, please pass this letter to your DataProtection Officer, or relevant staff member. If you need advice on dealing with this request, the Information Commissioner's Office can assist you. Its website is ico.org.uk or it can be contacted on 0303 123 1113.

Yours faithfully

[Signature]