



## Subject Access Requests Procedures and Guidelines

Subject access requests Under the Data Protection Act 1998, pupils 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 to our School Business Manager.**

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 subject access requests for all or part of the pupil's educational record will be provided within 30 calendar days. The table below summarises the charges that apply.

Number of pages of information to be supplied

Maximum fee (£)

Number of pages	Fee in £
1-19	1.00
20-29	2.00
30-39	3.00
40-49	4.00
50-59	5.00
60-69	6.00
70-79	7.00
80-89	8.00
90-99	9.00
100-149	10.00
150-199	15.00
200-249	20.00

250-299	25.00
300-349	30.00
350-399	35.00
400-449	40.00
450-499	45.00
500+	50.00

If a subject access request does not relate to the educational record, we will respond within 30 calendar days. The maximum charge that will apply is £10.00. Parental requests to see the educational record Parents have the right of access to their child's educational record, free of charge, within 30 calendar days of a request.

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 at our school may be granted without the express permission of the pupil.