

# Data Protection Subject Access Request

## **Terms of reference:**

**Derby Polish Supplementary School (DPSS)**

**Procedures for responding to subject access requests made under The General Data Protection Regulation 2016/679 (GDPR) Rights of access to information.**

Under GDPR any individual has the right to make a request to access the personal information held about them.

## **Actioning a subject access request**

1. Requests for information are made verbally or in writing; which includes email and social media. If the initial request does not clearly identify the information required, then further enquiries will be made.
2. All requests received by trustees and volunteers should immediately be referred to the Data Protection Manager, DPSS ([plszkoladerby@gmail.com](mailto:plszkoladerby@gmail.com)) The DPM will then take over the process of the Subject Access Request.
3. The identity of the requestor must be established before the disclosure of any information, and checks should also be carried out regarding proof of identity. Evidence of identity can be established by requesting production of:
  - passport
  - driving licence
  - utility bills with the current address
  - Birth / Marriage certificate
  - P45/P60
  - Credit Card or Mortgage statement
  - *(This list is not exhaustive)*
4. Under GDPR the response time for subject access requests should be without undue delay and in any event within one month of the receipt of the request.

5. If there are concerns over the disclosure of information then additional advice should be sought.
6. Where redaction (information blacked out/removed) has taken place then a full copy of the information provided should be retained in order to establish, if a complaint is made, what was redacted and why.
7. Information disclosed should be clear, thus any codes or technical terms will need to be clarified and explained. If information contained within the disclosure is difficult to read or illegible, then it should be retyped.
8. The views of the applicant should be taken into account when considering the method of delivery. If the request was received electronically, then the response should be in electronic format. If postal systems have to be used then registered/recorded mail must be used.

### **Further information**

Further advice and information can be obtained from the Information Commissioner's Office

[www.ico.gov.uk](http://www.ico.gov.uk)

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>