



JOHN F KENNEDY  
CATHOLIC SCHOOL

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## **GDPR - Subject Access Request Procedure**

## **Subject Access Request (SAR) Procedure**

The General Data Protection Regulation was brought into EU law in May 2016 and became enforceable on 25th May 2018. The GDPR is a European regulation which means it automatically becomes applicable to all Member States. The UK is supporting this by introducing the Data Protection Bill.

GDPR entitles individuals to request access to any personal data that John F. Kennedy Catholic School is holding about them. This is known as a 'Subject Access Request.' This document is intended to give individuals a guide to making a Subject Access Request (SAR) and to what happens in processing SAR's.

A Subject Access Request (a 'SAR') is where an individual, using their rights under GDPR makes a request for a copy of the personal data an organisation holds on them, or details of what data is held and its source. A Subject Access Request does not have to reference GDPR, the term "Subject Access Request" or reference any legislative rights – it does however have to be a written request in order to be valid (however reasonable adjustments may be made at the Data Protection Officer's discretion where dealing with accessibility issues).

### **The Process**

All SAR's must be made in writing to John F. Kennedy Catholic School's Data Protection Officer at the address below. The statutory time limit for responding under GDPR is one calendar month from receipt.

Once the request is received the Data Protection Officer will confirm the identity of the subject and assess the scope of the request. Once the identity of the data subject has been verified, the Data Protection Officer will begin the process of contacting the appropriate departments to collect and collate the information.

In order to locate the correct information within John F. Kennedy Catholic School, the Data Protection Officer may ask the subject to confirm exactly what information they are requesting, or where they believe the information may be stored. Where the request is deemed to be 'manifestly unfounded or excessive', John F Kennedy Catholic School may charge a reasonable fee. This will be confirmed to the data subject in writing.

In order to ensure that people receive only information about themselves it is essential that a formal system of requests is in place. Certain information may be exempt from disclosure. In practice, this means that John F. Kennedy Catholic School may be entitled to withhold some documents entirely or may need to redact parts of them. Care will be taken to ensure that documents are redacted properly. Please seek further advice or support from the Data Protection Officer if unsure which exemptions apply.

Requests from students who are considered mature enough to understand their rights to access their data should be processed as a subject access request and the data should be given directly to the student (subject to any exemptions that apply under the Act or other

legislation). It may be reasonable to adopt a presumption that by the age of 13 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. In every case it will be for John F Kennedy Catholic School, as data controller, to assess whether the child is capable of understanding their rights under the Act and the implications of their actions, and so decide whether the parent/carer needs to make the request on the child's behalf. A parent/carer would normally be expected to make a request on a child's behalf if the child is younger than 13 years of age (subject to any court orders which may be in place).

The Data Protection Officer will contact any third parties (e.g. authors of emails/letters contained within the file) in order to obtain consent to disclose the information to the subject. Where consent cannot be obtained or is denied the Data Protection Officer will consider the reasons and John F. Kennedy Catholic School's duty of care to both parties to decide whether to disclose the information. Where the information contains reference to third parties the Data Protection Officer will redact (blank out) the third parties. Where this is impossible and consent from the third party has not been received the information will not be disclosed.

All requests will be dealt with within one calendar month of receipt (minus any time spent verifying identity or authorisation to act on the subject's behalf). The information will be dispatched to the subject as soon as the above process is complete.

### **Contacts & Complaints**

Any enquiries regarding this procedure or John F. Kennedy Catholic School Data Protection Policies should be directed to:

Data Protection Officer  
John F. Kennedy Catholic School  
Hollybush Lane  
Hemel Hempstead  
Herts, HP1 2PH  
[dpo@jfk.herts.sch.uk](mailto:dpo@jfk.herts.sch.uk)

If you require more information about the General Data Protection Regulation, or are unhappy with the way John F. Kennedy Catholic School has dealt with your request please contact:

The Information Commissioner  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)

## Document Control

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