



Access to Information Policy

Rudyard Kipling Primary School

May 2018



Rudyard Kipling Primary School and Nursery Access to Information Policy

'Together we will help each other to achieve our best'

RUDYARD KIPLING PRIMARY SCHOOL & NURSERY Access to Information Policy

Aims of our policy on access to information:

- to implement the requirements of the General Data Protection Regulation (GDPR) Data Protection Act 1998, the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and Part VA of the Local Government Act 1972
- to ensure that data subjects are aware of the information the school collects and processes them and their rights under GDPR and the Data Protection Act.
- to ensure that requests are responded to in a timely fashion and that if requestors appeal that response, that a fair and thorough internal review is carried out and communicated to the requestor.

Under data protection legislation, staff, parents and pupils (under special circumstances) have the right to request access to information about them that we hold.

Data subjects also have the right to:

- object to processing of personal data that is likely to cause, or is causing damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations

If they have a concern about the way the school is collecting or using personal data, data subjects are encouraged to raise their concern with the school in the first instance. Alternatively, they are advised that they can contact the Information Commissioner's Office at the following address: <https://ico.org.uk/concerns/>



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Subject Access Requests

Under the GDPR, individuals will have the right to obtain:

- Confirmation that their data is being processed;
- Access to their personal data; and other supplementary information – this largely corresponds to the information that should be provided in a privacy notice (see Article 15).

What is the purpose of the right of access under GDPR?

- The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the processing (Recital 63).
- The school must provide a copy of the information free of charge. However, the school may charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive.
- The school may also charge a reasonable fee to comply with requests for further copies of the same information. This does not mean that the school can charge for all subsequent access requests.
- The fee must be based on the administrative cost of providing the information.

How long does the school have to comply?

- Information must be provided without delay and at the latest within one month of receipt.
- The school will be able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, the school must inform the individual within one month of the receipt of the request and explain why the extension is necessary.

How should the information be provided?

- The identity of the person making the request must be verified using ‘reasonable means’.
- If the request is made electronically, the school should provide the information in a commonly used electronic format.

To make a request for personal information, or be given access to a child’s educational record, those concerned should contact the school in writing or at the following address: admin@kipling.brighton-hove.sch.uk. A Subject Access Request form can be provided to make the process clear (see example below) although data subjects cannot be compelled to use this document.



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Subject Access Request

Section 1: Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Title (please state)
Forename(s):	
Family Name:	
Date of Birth:	Male <input type="checkbox"/> or Female <input type="checkbox"/>
Address	
Postcode:	
Daytime Telephone No:	
Email Address:	

Section 2: Proof of the applicant's identity

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

List A

List B

Passport/Travel Document	<input type="checkbox"/>	Utility bill showing current address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>		<input type="checkbox"/>

Section 3 – Details of Information Required

Are you the subject of the information in the records you are enquiring about (the 'Data Subject')? Yes No

Do you have parental responsibility for a child who is the 'Data Subject' of the records you are enquiring about? Yes No

Name of child or children about whose personal data records you are enquiring



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Section 3 (continued) – Details of Information Required

Please state the nature of the information you require:

Assessment data (such as test results, teacher assessments, end of year reports).	<input type="checkbox"/>
Attendance information (such as sessions attended, number of absences and absence reasons).	<input type="checkbox"/>
Information regarding payments which have been made or are outstanding	<input type="checkbox"/>
Personal information (such as name, unique pupil number and address)	<input type="checkbox"/>
Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility).	<input type="checkbox"/>
Medical information we hold	<input type="checkbox"/>
Information about additional education interventions carried out by the school.	<input type="checkbox"/>
Information about any special educational needs children may have.	<input type="checkbox"/>
Logs of behavioural incidents and exclusions.	<input type="checkbox"/>
Other (please use the space below to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):	<input type="checkbox"/>

Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the Her Majesty’s Passport Office may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:

Date:



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Subject Access Request Procedure:

