

Bournemouth School for Girls

Subject Access Request Policy

This document sets out Bournemouth School for Girls' policy for responding to a Subject Access Request under the General Data Protection Regulation (GDPR).

A subject access request is a written request for personal information (known as personal data held about you by Bournemouth School for Girls. You generally have the right to see what personal information we hold about you.

The GDPR gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly. However, this right is subject to certain exemptions that are set out in the GDPR.

The GDPR states that anyone who processes personal data must comply with six principles, which make sure that personal data is:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

The GDPR also provides individuals with important rights:

- a) The right to be informed
- b) The right of access
- c) The right to rectification
- d) The right to erasure
- e) The right to restrict processing
- f) The right to data portability
- g) The right to object
- h) Rights in relation to automated decision making and profiling.

When we receive a subject access request we will first check that we have enough information to be sure of your identity. Often we will have no reason to doubt a person's identity, however

if we have good cause to doubt your identity we can ask you to provide any evidence we reasonably need to confirm your identity.

We will gather any manual or electronically held information and identify any information provided by a third party or which identifies a third party. If we have identified information that relates to third parties, we will write to them asking whether there is any reason why this information should not be disclosed. We do not have to supply the information to you unless the other party has provided their consent or it is reasonable to do so without their consent. If the third party objects to the information being disclosed we may seek legal advice on what we should do.

We have 30 calendar days starting from when we have received all the necessary information to identify you, to identify the information requested or to provide an explanation about why we are unable to provide the information. In many cases it will be possible to respond in advance of the 30 day target and will aim to do so where possible. Copies of the information will be sent to you in a permanent form.

Under the GDPR we are not permitted to charge a fee except in special circumstances. We would contact you in advance regarding any associated costs. There are a number of exemptions to our duty to disclose personal data and we may seek legal advice if we consider that the might apply.

If you are not satisfied by our actions you can make a complaint to the school. If you remain dissatisfied you have the right to refer the matter to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 545745 Fax: 01625 524510
Email: enquiries@ico.gsi.gov.uk

To make a subject access request please write to our data protection officer:

Mrs K Jackson, Bournemouth School for Girls, Castle Gate Close, Castle Lane West,
BOURNEMOUTH BH8 9UJ

Or email: DL-dataprotection@bsg.bournemouth.sch.uk

You may use the template form published on the school website if you so wish.

Please give as much information as you can as to the nature of the data you wish to have access to.