



Subject Access Requests

Markland Hill School follow current data protection and other legislative guidance when dealing with Data Subject Access Requests ([Click here for current ICO Pupils Info](#)).

As a maintained school regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record, also applies. In some cases it might be more appropriate for a parent to make a request to access their child's educational records rather than a Subject Access request (SAR). For further information please contact Mrs Jessica Kavanagh (Head Teacher.)

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

How to make a Subject Access Request

Subject Access Requests can be verbal, but it is appreciated if they could be submitted in writing, either by letter, email or fax to the DPO or Mrs Jessica Kavanagh (Head Teacher.) Requests in writing enable school to have all the relevant information to enable us to deal with your request. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request, they must immediately forward it to the DPO.

