

Data Subject Access Procedure

Rights

Under General Data Protection Regulations (GDPR) individuals (Data Subjects) have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information

The right to obtain a copy of Personal Data shall not adversely affect the rights and freedoms of others.

Data Subjects have the rights to request:

- rectification or erasure of Personal Data or
- restriction of processing of Personal Data concerning the Data Subject or
- the right to data portability

Providing Information

Information must be provided without delay and at the latest within 30 days of receipt.

The period of compliance may be extended by a further two months where requests are complex or numerous. If this is the case, the data subject must be informed within one month of the receipt of the request and an explanation given as to why the extension is necessary.

Where requests are manifestly unfounded or excessive, in particular because they are repetitive, it is permissible to:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

Making a Subject Access request

Please contact Caroline Bradbuy in the office – office.3260@st-blaise.oxon.sch.uk

Appendix

Flow chart
Checklist

