



DATA PROTECTION POLICY

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund's is committed to ensuring the welfare and protection of children in its care and this commitment is a fundamental part of the role of every person employed by St Edmund's.

Introduction

The UK General Data Protection Regulation (UK GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The College will protect and maintain a balance between data protection rights in accordance with the UK GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

This policy does not form part of any individual's terms and conditions of employment with the College and is not intended to have contractual effect. Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

The Governing Body has overall responsibility for overseeing data protection compliance within the College and have delegated day to day responsibility for operating this policy to the Bursar, who is the Privacy and Compliance Officer for Data Protection, and he is assisted in this role by the Technical Projects Director, Deputy Head Pastoral and our external Data Protection Officer.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the College's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Section 1 - Definitions

Personal data

Personal data is any information relating to a living individual where the individual can be identified (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. This includes special category data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed. The College holds a range of personal data about students, parents, staff, Governors, donors and alumni.



Personal data can be factual (for examples a name, email address, location or date of birth) or an opinion about that person's actions or behaviour. It can also include photographs, CCTV footage (where an individual is identifiable) or email communications about an individual.

Personal data will be stored either electronically (including within databases such as iSAMS or in electronic records such as Microsoft documents) or as part of a structured manual filing system in such a way that it can be retrieved automatically by reference to the individual or criteria relating to that individual.

Special Category Data

Previously termed "Sensitive Personal Data", Special Category Data is similar by definition and refers to data concerning an individual Data Subject's racial or ethnic origin, political or religious beliefs, trade union membership, physical and mental health, sexuality, biometric or genetic data and personal data relating to criminal offences and convictions. Extra protection is afforded to special category data and this information is kept secure and is accessed only on a 'need to know' basis. This type of data should generally not be shared outside of the College, unless we have specific permission to do so, or where it is necessary to protect someone's vital interests (e.g. in the case of providing appropriate/emergency medical care).

Data Subject

An individual about whom such information is stored is known as the Data Subject. It includes but is not limited to students and employees.

Data Controller

The organisation storing and controlling such information (i.e. the College) is referred to as the Data Controller.

Processing

Processing data involves any activity that involves the use of personal data. This includes but is not limited to: obtaining, recording or holding data or carrying out any operation or set of operations on that data such as organisation, amending, retrieving using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties.

Data Protection Impact Assessment (DPIA)

DPIAs are a tool used to identify risks in data processing activities with a view to reducing them. An example of when this would be carried out includes the purchase of a new database system which contains personal data of students or staff members.



Criminal Records Information

This refers to personal information relating to criminal convictions and offences, allegations, proceedings, and related security measures.

Section 2 – When Can the College Process Personal Data

Data Protection Principles

The College is responsible for and adheres to the principles relating to the processing of personal data as set out in the UK GDPR.

The principles the College must adhere to are set out below.

Principle 1: Personal data must be processed lawfully, fairly and in a transparent manner

The College only collects, processes and shares personal data fairly and lawfully and for specified purposes. The College must have a specified purpose for processing personal data and special category of data as set out in the UK GDPR.

Before the processing starts for the first time the College will review the purposes of the particular processing activity and select the most appropriate lawful basis for that processing. The College will then regularly review those purposes whilst processing continues in order to satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose).

Personal Data

The College may only process a data subject's personal data if one of the following fair processing conditions are met:

- The data subject has given their consent
- The processing is necessary for the performance of a contract with the data subject or for taking steps at their request to enter into a contract
- To protect the data subject's vital interests
- To meet our legal compliance obligations (other than a contractual obligation)
- To perform a task in the public interest or in order to carry out official functions as authorised by law
- For the purposes of the College's legitimate interests where authorised in accordance with data protection legislation. This is if it would not prejudice the rights and freedoms or legitimate interests of the data subject.



Special Category Data

The College may only process special category data if it is entitled to process personal data (using one of the fair processing conditions above) AND one of the following conditions are met: -

- The data subject has given their explicit consent
- The processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed on the College in the field of employment law, social security law or social protection law. This may include, but is not limited to, dealing with sickness absence, dealing with disability and making adjustments for the same, arranging private health care insurance and providing contractual sick pay
- To protect the data subject's vital interests
- To meet our legal compliance obligations (other than a contractual obligation)
- Where the data has been made public by the data subject
- To perform a task in the substantial public interest or in order to carry out official functions as authorised by law
- Where it is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services
- Where it is necessary for reasons of public interest in the area of public health
- The processing is necessary for archiving, statistical or research purposes

The College identifies and documents the legal grounds being relied upon for each processing activity.

Consent

Where the College relies on consent as a fair condition for processing (as set out above), it will adhere to the requirements set out in the UK GDPR.

Consent must be freely given, specific, informed and be an unambiguous indication of the data subject's wishes by which they signify agreement to the processing of personal data relating to them. Explicit consent requires a very clear and specific statement to be relied upon (i.e. more than just mere action is required).

A data subject will have consented to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing. Consent requires affirmative action so silence, pre-ticked boxes or inactivity will not amount to valid consent.

Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.



If explicit consent is required, the College will normally seek another legal basis to process that data. However, if explicit consent is required the data subject will be provided with full information to provide explicit consent.

The College will keep records of consents obtained to demonstrate compliance with consent requirements under the UK GDPR.

Principle 2: Personal data must be collected only for specified, explicit and legitimate purposes

Personal data will not be processed in any matter that is incompatible with the legitimate purposes.

The College will not use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless we have informed the data subject of the new purpose (and they have consented where necessary).

Principle 3: Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed

The College will only process personal data when its obligations and duties require it to. The College will not collect excessive data and ensure any personal data collected is adequate and relevant for the intended purposes.

When personal data is no longer needed for specified purposes the College shall delete or anonymise the data.

Principle 4: Personal data must be accurate and, where necessary, kept up to date

The College will endeavour to correct or delete any inaccurate data being processed by checking the accuracy of the personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out of date personal data.

Data subjects also have an obligation to ensure that their data is accurate, complete, up to date and relevant. Data subjects have the right to request rectification to incomplete or inaccurate data held by the College.

Principle 5: Personal data must not be kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed

Legitimate purposes for which the data is being processed may include satisfying legal, accounting or reporting requirements. The College will ensure that they adhere to legal timeframes for retaining data.

The College will take reasonable steps to destroy or erase from its systems all personal data that it no longer requires. The College will also ensure that data subjects are informed of the period for which data is stored and how that period is determined in our privacy notices.



Please refer to the College's Retention Policy for further details about how the College retains and removes data.

Principle 6: Personal data must be processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage

In order to assure the protection of all data being processed, the College will develop, implement and maintain reasonable safeguard and security measures. This includes using measures such as:

- Encryption;
- Pseudonymisation (this is where the College replaces information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person to whom the data relates cannot be identified without the use of additional information which is meant to be kept separately and secure);
- Ensuring authorised access (i.e. that only people who have a need to know the personal data are authorised to access it);
- Adhering to confidentiality principles;
- Ensuring personal data is accurate and suitable for the process for which it is processed.

The College follows procedures and employs technologies to ensure security and will regularly evaluate and test the effectiveness of those safeguards to ensure security in processing personal data.

The College will only transfer personal data to third party service providers who agree to comply with the required policies and procedures and agree to put adequate measures in place.

Sharing Personal Data

The College will generally not share personal data with third parties unless certain safeguards and contractual arrangements have been put in place. These include if the third party:

- Has a need to know the information for the purposes of providing the contracted services
- Sharing the personal data complies with the privacy notice that has been provided to the data subject and, if required, the data subject's consent has been obtained
- The third party has agreed to comply with the required data security standards, policies and procedures and put adequate security measures in place



- The transfer complies with any applicable cross border transfer restrictions; and
- A fully executed written contract that contains UK GDPR approved third party clauses has been obtained.

There may be circumstances where the College is required either by law or in the best interests of our pupils, parents or staff to pass information onto external authorities, for example, the local authority, Ofsted or the Department of Health. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

The intention to share data relating to individuals to an organisation outside of the College shall be clearly defined within written notifications and details and basis for sharing that data given.

Transfer of Data Outside the European Economic Area (EEA)

The UK GDPR restricts data transfers to countries outside the EEA to ensure that the level of data protection afforded to individuals by the UK GDPR is not undermined.

The College will not transfer data to another country outside of the EEA without appropriate safeguards being in place and in compliance with the UK GDPR. All staff must comply with the College's guidelines on transferring data outside of the EEA. For the avoidance of doubt, a transfer of data to another country can occur when you transmit, send, view or access that data in that particular country. An example of this would be on a College trip to a country outside of Europe.

Transfer of Data Outside the UK

The College may transfer personal information outside of the UK and/or to international organisations on the basis that the country, territory or organisation is designated as having an adequate level of protection or that the organisation receiving the information has provided adequate safeguards by way of binding corporate rules, standard data protection clauses or compliance with an approved code of conduct.

Section 3 - Data Subject's Rights and Requests

Personal data must be made available to data subjects as set out within this policy and data subjects must be allowed to exercise certain rights in relation to their personal data.

The rights data subjects have in relation to how the College handle their personal data are set out below:

- (a) (Where consent is relied upon as a condition of processing) To withdraw consent to processing at any time
- (b) Receive certain information about the College's processing activities
- (c) Request access to their personal data that the College holds (see "Subject Access Requests" at Appendix 1)
- (d) Prevent the College use of their personal data for marketing purposes



- (e) Ask the College to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data
- (f) Restrict processing in specific circumstances
- (g) Challenge processing which has been justified on the basis of the College legitimate interests or in the public interest
- (h) Request a copy of an agreement under which personal data is transferred outside of the EEA
- (i) Object to decisions based solely on automated processing
- (j) Prevent processing that is likely to cause damage or distress to the data subject or anyone else
- (k) Be notified of a personal data breach which is likely to result in high risk to their rights and freedoms
- (l) Make a complaint to the supervisory authority
- (m) In limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine readable format

If any request is made to exercise the rights above, it is a requirement for the relevant staff member within the College to verify the identity of the individual making the request.

Direct Marketing

The College is subject to certain rules and privacy laws when marketing. For example, a data subject's prior consent will be required for electronic direct marketing (for example, by email, text or automated calls).

The College will explicitly offer individuals the opportunity to object to direct marketing and will do so in an intelligible format which is clear for the individual to understand. The College will promptly respond to any individual objection to direct marketing.

Employee Obligations

Employees may have access to the personal data of other members of staff, suppliers, parents or pupils of the College in the course of their employment or engagement. If so, the College expects those employees to help meet the College's data protection obligations to those individuals. Specifically, you must:

- Only access the personal data that the employee has authority to access, and only for authorised purposes;
- Only allow other employees to access personal data if they have appropriate authorisation;
- Keep personal data secure (for example by complying with rules on access to school premises, computer access, password protection and secure file storage and destruction;



- Not to remove personal data or devices containing personal data from the College premises unless appropriate security measures are in place (such as pseudonymisation, encryption, password protection) to secure the information;
- Not to store personal information on local drives.

SECTION 4 - ACCOUNTABILITY

The College will ensure compliance with data protection principles by implementing appropriate technical and organisational measures. The College responsible for and demonstrate accountability with the UK GDPR principles.

The College have taken the following steps to ensure and document UK GDPR compliance:

Data Protection Officer (DPO)

Please find below details of the College's Data Protection Officer:

Data Protection Officer: Judicium Consulting Limited
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Telephone: 0203 326 9174

The DPO is responsible for overseeing this data protection policy and developing data-related policies and guidelines.

Contact the DPO with any questions about the operation of this Data Protection Policy or the UK GDPR or if you have any concerns that this policy is not being or has not been followed. In particular, you must always contact the DPO in the following circumstances: -

- (a) If you are unsure of the lawful basis being relied on by the College to process personal data
- (b) If you need to rely on consent as a fair reason for processing (please see below the section on consent for further detail)
- (c) If you need to draft privacy notices or fair processing notices
- (d) If you are unsure about the retention periods for the personal data being processed
- (e) If you are unsure about what security measures need to be put in place to protect personal data
- (f) If there has been a personal data breach
- (g) If you are unsure on what basis to transfer personal data outside the EEA
- (h) If you need any assistance dealing with any rights invoked by a data subject
- (i) Whenever you are engaging in a significant new (or a change in) processing activity which is likely to require a data protection impact assessment or if you plan to use personal data for purposes other than what it was collected for



- (j) If you plan to undertake any activities involving automated processing or automated decision making
- (k) If you need help complying with applicable law when carrying out direct marketing activities
- (l) If you need help with any contracts or other areas in relation to sharing personal data with third parties

Personal Data Breaches

The UK GDPR requires the College to notify any applicable personal data breach to the Information Commissioner's Office (ICO).

The College has put in place procedures to deal with any suspected personal data breach and will notify data subjects or any applicable regulator where the College is legally required to do so.

If you know or suspect that a personal data breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the person designated as the key point of contact for personal data breaches (who is the Bursar) or your DPO.

Transparency and Privacy Notices

The College will provide detailed, specific information to data subjects. This information will be provided through the College's privacy notices which are concise, transparent, intelligible, easily accessible and in clear and plain language so that a data subject can easily understand them. Privacy notices sets out information for data subjects about how the College uses their data and the College's privacy notices are tailored to suit the data subject.

Whenever the College collects personal data directly from data subjects, including for human resources or employment purposes, it will provide the data subject with all the information required by the UK GDPR including the identity of the data protection officer, the College's contact details, how and why it will use, process, disclose, protect and retain personal data. This will be provided in The College's privacy notice.

When personal data is collected indirectly (for example from a third party or a publicly available source), the College will provide the data subject with the above information as soon as possible after receiving the data. The College will also confirm whether that third party has collected and processed data in accordance with the UK GDPR.

Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as "children" under the UK GDPR

Privacy by Design

The College adopts a privacy by design approach to data protection to ensure that it adheres to data compliance and to implement technical and organisational measures in an effective manner.

Privacy by design is an approach that promotes privacy and data protection compliance from the start. To help the College achieve this it takes into account the nature and purposes of



the processing, any cost of implementation and any risks to rights and freedoms of data subjects when implementing data processes.

Data Protection Impact Assessments (DPIAs)

To achieve a privacy by design approach the College conducts DPIAs for any new technologies or programs being used by the College which could affect the processing of personal data. In any event the College carries out DPIAs when required by the UK GDPR in the following circumstances:

- For the use of new technologies (programs, systems or processes) or changing technologies
- For the use of automated processing
- For large scale processing of special category data
- For large scale, systematic monitoring of a publicly accessible area (through the use of CCTV).

The College's DPIAs contain:

- A description of the processing, its purposes and any legitimate interests used
- An assessment of the necessity and proportionality of the processing in relation to its purpose
- An assessment of the risk to individuals
- The risk mitigation measures in place and demonstration of compliance.

Record Keeping

The College is required to keep full and accurate records of its data processing activities. These records include:

- The name and contact details of the College
- The name and contact details of the Data Protection Officer
- Descriptions of the types of personal data used
- Description of the data subjects
- Details of the College's processing activities and purposes
- Details of any third party recipients of the personal data
- Where personal data is stored
- Retention periods
- Security measures in place

Training

The College will ensure all relevant personnel have undergone adequate training to enable them to comply with data privacy laws.



Audit

The College, through its Data Protection Office, regularly tests our data systems and processes to assess compliance. These are done through data audits which take place annually to review the use of personal data.

Related Policies

Staff should refer to the following policies that are related to this data protection policy:

- Staff ICT Acceptable Use Policy
- Data Retention Policy
- Data Breach Policy
- Information Security Policy
- College Privacy Notice

Taking, Storing and Using Photos of Children Policy These policies are also designed to protect personal data and can be found in the staff handbook.

Monitoring

The College will monitor the effectiveness of this and all its policies and procedures and conduct a full review and update as appropriate.

The College's monitoring and review will include looking at how its policies and procedures are working in practice to reduce the risks posed to the College.



Appendix 1 – Subject Access Requests

Under Data Protection Law, Data Subjects have a general right to find out whether the College holds or processes personal data about them, to access that data, and to be given supplementary information. This is known as the right of access, or the right to make a data subject access request (SAR). The purpose of the right is to enable the individual to be aware of, and verify, the lawfulness of the processing of personal data that the College are undertaking.

A Data Subject has the right to be informed by the College of the following:

- (a) Confirmation that their data is being processed
- (b) Access to their personal data
- (c) A description of the information that is being processed
- (d) The purpose for which the information is being processed
- (e) The recipients/class of recipients to whom that information is or may be disclosed
- (f) Details of the College's sources of information obtained
- (g) In relation to any Personal Data processed for the purposes of evaluating matters in relation to the Data Subject that has constituted or is likely to constitute the sole basis for any decision significantly affecting him or her, to be informed of the logic of the Data Controller's decision making. Such data may include, but is not limited to, performance at work, creditworthiness, reliability and conduct
- (h) Other supplementary information

How to recognise a subject access request

A data subject access request is a request from an individual (or from someone acting with the authority of an individual, e.g. a solicitor or a parent making a request in relation to information relating to their child):

- for confirmation as to whether the College process personal data about him or her and, if so
- for access to that personal data
- and/or certain other supplementary information

A valid SAR can be both in writing (by letter or email) or verbally (e.g. during a telephone conversation). The request may refer to the UK GDPR and/or to 'data protection' and/or to 'personal data' but does not need to do so in order to be a valid request. For example, a letter which states 'please provide me with a copy of information that the College holds about me' will be a data subject access request and should be treated as such.

A data subject is generally only entitled to access their own personal data, and not information relating to other people.



How to make a data subject access request

Whilst there is no requirement to do so, The College encourages individuals who wish to make such a request to make the request in writing, detailing exactly the personal data being requested. This allows the College to easily recognise that you wish to make a data subject access request and the nature of your request. If the request is unclear/ vague the College may be required to clarify the scope of the request which may in turn delay the start of the time period for dealing with the request.

What to do when you receive a data subject access request

All data subject access requests should be immediately directed to the Bursar who should contact Judicium as DPO to assist with fulfilling the request.

Acknowledging the request

When receiving a SAR the College shall acknowledge the request as soon as possible and inform the requester about the statutory deadline (of one calendar month) to respond to the request.

In addition to acknowledging the request, the College may ask for:

- proof of ID (if needed)
- further clarification about the requested information
- if it is not clear where the information shall be sent, the College must clarify what address/email address to use when sending the requested information; and/or
- consent (if requesting third party data)

The College should work with their DPO to create the acknowledgment.

Verifying the identity of a requester or requesting clarification of the request

Before responding to a SAR, the College will take reasonable steps to verify the identity of the person making the request. In the case of current employees, this will usually be straightforward. The College is entitled to request additional information from a requester to verify whether the requester is in fact who they say they are. Where the College has reasonable doubts as to the identity of the individual making the request, evidence of identity may be established by production of a passport, driving license, a recent utility bill with current address, birth/marriage certificate, credit card or a mortgage statement.

If an individual is requesting a large amount of data the College may ask the requester for more information for the purpose of clarifying the request, but the requester shall never be asked why the request has been made. The College shall let the requestor know as soon as possible where more information is needed before responding to the request.

In both cases, the period of responding begins when the additional information has been



received. If the College does not receive this information, they will be unable to comply with the request.

Requests made by third parties or on behalf of children

The College needs to be satisfied that the third party making the request is entitled to act on behalf of the individual, but it is the third party's responsibility to provide evidence of this entitlement. This might be a written authority to make the request or it might be a more general power of attorney. The College may also require proof of identity in certain circumstances.

When requests are made on behalf of children, it is important to note that even if a child is too young to understand the implications of subject access rights, it is still the right of the child, rather than of anyone else such as a parent or guardian, to have access to their personal data. Before responding to a SAR for information held about a child, the College should consider whether the child is mature enough to understand their rights. If the College is confident that the child can understand their rights, then the College should usually respond directly to the child or seek their consent before releasing their information.

It shall be assessed if the child is able to understand (in broad terms) what it means to make a subject access request and how to interpret the information they receive because of doing so. When considering borderline cases, it should be considered, among other things:

- the child's level of maturity and their ability to make decisions like this
- the nature of the personal data
- any court orders relating to parental access or responsibility that may apply
- any duty of confidence owed to the child or young person
- any consequences of allowing those with parental responsibility access to the child's or young person's information. This is particularly important if there have been allegations of abuse or ill treatment
- any detriment to the child or young person if individuals with parental responsibility cannot access this information
- any views the child or young person has on whether their parents should have access to information about them

Generally, a person aged 12 years or over is presumed to be of sufficient age and maturity to be able to exercise their right of access, unless the contrary is shown. In relation to a child 12 years of age or older, then provided that the College is confident that they understand their rights, and there is no reason to believe that the child does not have the capacity to make a request on their own behalf, the College will require the written authorisation of the child before responding to the requester, or provide the personal data directly to the child.

The College may also refuse to provide information to parents if there are consequences of allowing access to the child's information, for example if it is likely to cause detriment to the child.

Fee for responding to a SAR

The College will usually deal with a SAR free of charge. Where a request is manifestly unfounded or excessive a fee to cover administrative costs may be requested.

Time Period for Responding to a SAR

The College has one calendar month to respond to a SAR. This will run from the day that the request was received or from the day when any additional identification or other information requested is received, or payment of any required fee has been received.

The period for response may be extended by a further two calendar months in relation to complex requests. What constitutes a complex request will depend on the nature of the request. The DPO must always be consulted in determining whether a request is sufficiently complex as to extend the response period.

Where a request is considered to be sufficiently complex as to require an extension of the period for response, the College will need to notify the requester within one calendar month of receiving the request, together with reasons as to why this extension is considered necessary.

College closure periods

Requests received during or just before College closure periods may not be able to be responded to within the one calendar month response period. This is because the College will be closed or no one will be on site to comply with the request or the College does not review emails during this period. As a result, it is unlikely that such a request will be able to be dealt with during this time. The College may not be able to acknowledge the request during this time (i.e. until a time when it receives the request), however, if the College can acknowledge the request it may still not be able to deal with it until the College re-opens. The College will endeavour to comply with requests as soon as possible and will keep in communication with the requester as far as possible. Urgent requests should be made during term times and not during or close to closure periods.

Information to be provided in response to a request

The individual is entitled to receive access to the personal data the College processes about him or her.

The information should be provided in a way that is concise, transparent, easy to understand and easy to access using clear and plain language, with any technical terms, abbreviations or codes explained. The response shall be given in writing if the SAR was made in writing in a commonly-used electronic format.

The information that the College is required to supply in response to a SAR must be supplied by reference to the data in question at the time the request was received. However, as the College has one month in which to respond the College is allowed to take into account any amendment or deletion made to the personal data between the time the request is received



and the time the personal data is supplied if such amendment or deletion would have been made regardless of the receipt of the SAR.

The College is therefore, allowed to carry out regular housekeeping activities even if this means deleting or amending personal data after the receipt of a SAR. The College is not allowed to amend or delete data to avoid supplying the data.

How to locate information

The personal data the College needs to provide in response to a data subject access request may be located in several of the electronic and manual filing systems. This is why it is important to identify at the outset the type of information requested so that the search can be focused.

Protection of third parties - exemptions to the right of subject access

There are circumstances where information can be withheld pursuant to a SAR. These specific exemptions and requests should be considered on a case-by-case basis.

The College will consider whether it is possible to redact information so that this does not identify those third parties. If their data cannot be redacted (for example, after redaction it is still obvious who the data relates to) then the College does not have to disclose personal data to the extent that doing so would involve disclosing information relating to another individual (including information identifying the other individual as the source of information) who can be identified from the information unless:

- the other individual has consented to the disclosure
- it is reasonable to comply with the request without that individual's consent

In determining whether it is reasonable to disclose the information without the individual's consent, all the relevant circumstances will be taken into account, including:

- the type of information that they would disclose
- any duty of confidentiality they owe to the other individual
- any steps taken to seek consent from the other individual
- whether the other individual is capable of giving consent
- any express refusal of consent by the other individual

It needs to be decided whether it is appropriate to disclose the information in each case. This decision will involve balancing the data subject's right of access against the other individual's rights. If the other person consents to the College disclosing the information about them, then it would be unreasonable not to do so. However, if there is no such consent, the College must decide whether to disclose the information anyway. If there are any concerns in this regard then the DPO should be consulted.



Other exemptions to the right of subject access

In certain circumstances the College may be exempt from providing some or all of the personal data requested. These exemptions are described below and should only be applied on a case-by-case basis after careful consideration of all the facts.

Crime detection and prevention:

- The College does not have to disclose any personal data being processed for the purposes of preventing or detecting crime
- Apprehending or prosecuting offenders
- Assessing or collecting any tax or duty.

Confidential references:

The College does not have to disclose any confidential references given to third parties for the purpose of actual or prospective:

- education, training or employment of the individual
- appointment of the individual to any office
- provision by the individual of any service

This exemption does not apply to confidential references that the College receives from third parties. However, in this situation, granting access to the reference may disclose the personal data of another individual (i.e. the person giving the reference), which means that the College must consider the rules regarding disclosure of third-party data set out above before disclosing the reference.

Legal professional privilege: The College does not have to disclose any personal data which are subject to legal professional privilege.

Management forecasting: The College does not have to disclose any personal data processed for the purposes of management forecasting or management planning to assist the College in the conduct of any business or any other activity.

Negotiations: The College does not have to disclose any personal data consisting of records of intentions in relation to any negotiations with the individual where doing so would be likely to prejudice those negotiations.

Appendix 2 – Subject Access Request Form

The Data Protection Act 2018 provides you, the data subject, with a right to receive a copy of the data/information that the College holds about you or to authorise someone to act on your behalf. Please complete this form if you wish to make a request for your data. Your request will normally be processed within one calendar month upon receipt of a fully completed form and proof of identity.

Proof of Identity

The College requires proof of your identity before we can disclose personal data. Proof of your identity should include a copy of a document such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g., bank statement, recent utilities bill or council tax bill. The document should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Section 1

Please fill in the details of the data subject (i.e., the person whose data you are requesting). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Alternatively, please complete the online form located on the GDPR section of the College website.

Title	
Surname/Family Name	
First Name(s)/ Forename	
Date of Birth	
Address	
Post Code	
Phone Number	
Email address	



I am enclosing the following copies as proof of identity (please tick the relevant box):

- ☐ Birth certificate
- ☐ Driving license
- ☐ Passport
- ☐ An official letter to my address

Personal Information

If you only want to know what information is held in specific records, please indicate in the box below. Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant.

Details:

Employment records:

If you are, or have been employed by the College and are seeking personal information in relation to your employment please provide details of your staff number, unit, team, dates of employment etc.

Details:



Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e., the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title	
Surname/Family Name	
First Name(s)/Forenames	
Date of Birth	
Address	
Post Code	
Phone Number	

I am enclosing the following copies as proof of identity (please tick the relevant box):

- ☐ Birth certificate
- ☐ Driving licence
- ☐ Passport
- ☐ An official letter to my address

What is your relationship to the data subject? (e.g., parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

- ☐ Letter of authority
- ☐ Lasting or Enduring Power of Attorney
- ☐ Evidence of parental responsibility
- ☐ Other (give details):



Section 3

Please describe as detailed as possible what data you request access to (e.g., time period, categories of data, information relating to a specific case, paper records, electronic records).

I wish to:

- ☐ Receive the information by post*
- ☐ Receive the information by email
- ☐ Collect the information in person
- ☐ View a copy of the information only
- ☐ Go through the information with a member of staff

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity by email to:
dpo@stedmundscollege.org

Author/owner of policy:	Bursar		
Reviewed by:	Technical Projects Director	Data Protection Officer	
Frequency of review:	Every 2 Years		
Policy last reviewed:	Trinity	2023	
Next review date:	Trinity	2025	
Sub-Committee approved at:	Finance Sub-Committee		