Request recieved

- The school will log the request
- •The school will send an acknowledgement to the requester, advising of the 30 calendar days response timeframe

Identity checked

- •The school will ensure that the requester's identity has been confirmed prior to processing the request.
- Where the request is made on behalf of the data subject, the school will ensure that proof of consent / letter of authority is obtained.

Locating personal data

- •The school will locate all personal data relating to the data subject and redact information where required (.i.e. third party data).
- •Where personal information might not be disclosed in line with exemption provisions under the DPA 2018, the data subject will be notified.

Copy records

- •the school will copy all relevant personal infomation for manual records which form part of a structured filing system.
- •The school will download or print all relevant electronic records

Information review

- •The school will ensure that third party information is fully removed.
- the school will ensure that all information which is likely to cause harm or distress to any person is removed from the information to be disclosed.

Response

- The information will be released in the agreed format with the requester, i.e. manual copies or electronically.
- •The school will issue a full response together with a complaint process; where if information cannot be released, this will be explained in the response.