

# **Data Subject Access Requests (DSAR)**

## **Policy on handling data subject access requests**

### **1 Introduction**

#### **1.1 About this policy**

- 1.1.1 This policy defines the internal handling of data subject access requests received by The DPO Centre. The guidance provided in this policy should be used to ensure such requests are dealt with in a structured, transparent and fair manner.

#### **1.2 What is a data subject access request?**

- 1.2.1 A data subject access request is a request from an individual (the data subject), in which they ask to be provided with information regarding the personal data we process concerning them. Under the Data Protection Act 2018 data subjects have the legal right to obtain from us, confirmation as to whether we hold and / or process their personal data and where it is established that we do, access to the personal data and specific details regarding the processing of such data.
- 1.2.2 Data subject access requests may be submitted by any individual who believes we may hold personal data concerning them for example personnel records.
- 1.2.3 Data subject access requests can be made in any form, including via post, verbal, email, telephone and social media.

#### **1.3 Scope and application**

- 1.3.1 All employees are responsible for supporting the handling of data subject access requests made to The Clare School as such requests may be received by any department or employee. It is therefore essential that this policy is adopted and supported by all.

### **2 Handling data subject access requests**

#### **2.1 Responsible department / person**

- 2.1.1 The DPO Centre is responsible for the handling of data subject access requests made to The Clare School. Once received, DPO Centre will investigate and respond to the request accordingly, taking into account the requirements of the GDPR.
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## **2.2 Responsibilities of all other employees**

- 2.2.1 The DPO Centre named above in paragraph 2.1.1 is solely responsible for responding to all data subject access requests received by The Clare School. All other employees are prohibited from responding to any data subject access request and for the purposes of this policy are defined as “unauthorised employees”.
  - 2.2.2 In the event that a data subject access request is received by an unauthorised employee, details of the request and any accompanying documents are to be forwarded to the DPO Centre via [dpo@theclareschool.com](mailto:dpo@theclareschool.com). It is essential that requests are forwarded on the day of receipt. When forwarding details of the request received, employees are required to use the form annexed to this policy.
  - 2.2.3 In the event that any communication is received from the Information Commissioner’s Office (ICO), the Supervisory Authority, the DPO Centre is to be informed immediately. Unauthorised persons are prohibited from responding to any such communications from the Supervisory Authority.
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## ANNEX 1 - Notification of DSAR form

*Please complete this form with details of the request received and forward it to [name of responsible department / person] via [email address]. Please ensure that any supporting or relevant documents are also attached.*

Name of the requesting data subject	
Date of the request (Please provide the date the request was made by the data subject)	
Date of receipt of the request (Please provide the date you received or became aware of the request)	
Contact details provided by the data subject	
Details of the request (please provide details of what the data subject is requesting)	
Method by which the request was made (e.g. email, telephone, social media)	
Preferred method of communication stated by the data subject	
Any additional information (Please provide any additional information that may assist in the handling of the request e.g. any special needs of the data subject)	
Name and department of the receiver of the request	
Should more information be required, please provide contact details via which you may be contacted to further discuss the request	

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