

Subject Access Request

All individuals whose data is held by us, has a legal right to request access to such data or information about what is held.

If the initial request does not clearly identify the information required, then further enquiries will be made. However, with children, this is dependent upon their capacity to understand (normally age 12 or above) and the nature of the request. The Headteacher should discuss the request with the child and take their views into account when making a decision. A child with competency to understand can refuse to consent to the request for their records. Where the child is not deemed to be competent, an individual with parental responsibility or guardian shall make the decision on behalf of the child.

We shall respond to such requests within one month and they should be made in writing to:

Headteacher, St Michael's Church of England High School, Curral Road, Rowley Regis, B65 9AN

No charge will be applied to process the request.

The school may make a charge for the provision of information, dependent upon the following:

- should the information requested contain the educational record then the amount charged will be dependent upon the number of pages provided
- should the information requested be personal information that does not include any information contained within educational records schools can charge up to [10 to provide it
- if the information requested is only the educational record viewing will be free, but a charge not exceeding the cost of copying the information can be made by the Headteacher

The response time for subject access requests, once officially received, is 40 days (not working or school days but calendar days, irrespective of school holiday periods). However, the 40 days will not commence until after receipt of fees or clarification of information sought.

Sharing Pupil Data

Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or carer, unless it is obliged by law or in the best interest of the child. Data may be disclosed to the following third parties without consent:

Other schools: If a pupil transfers from St Michael's School to another school, their academic records, and other, data that relates to their health and welfare will be forwarded onto the new school. This will support a smooth transition from one school to the next and ensure that the child is provided for as is necessary. It will aid continuation, which should ensure that there is minimal impact on the child's academic progress as a result of the move.

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Examination authorities: this may be for registration purposes, to allow the pupils at our school to sit examinations set by external exam bodies.

Health authorities: as obliged under health legislation, the school may pass on information regarding the health of children in the school to monitor and avoid the spread of contagious diseases in the interest of public health.

Police and courts: If a situation arises where a criminal investigation is being carried out, we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered.

Social workers and support agencies: In order to protect or maintain the welfare of our pupils, and in cases of child abuse, it may be necessary to pass personal data on to social workers or support agencies. Educational division: schools may be required to pass data on in order to help the government to monitor the national educational system and enforce laws relating to education.

Right to be Forgotten

Where any personal data is no longer required for its original purpose, an individual can demand that the processing is stopped and all their personal data is erased by the school including any data held by contracted processors.

Date agreed: February 2020