



## Subject Access Request

The General Data Protection Regulations (GDPR) are designed to help protect personal data. It sets out rules and conditions which our school must follow when collecting and using this data. It aims to ensure that people know where their data is held, what it is used for, who it is shared with and the legal basis for processing that data. These regulations allow you to access your personal information. A request for your personal information is known as a **subject access request**.

If you would like access to personal information held by our school about yourself or an individual that you are representing please email [dataprotection@bournside.gloucs.sch.uk](mailto:dataprotection@bournside.gloucs.sch.uk) or write to:

Data Protection Officer  
Cheltenham Bournside School  
Warden Hill Road  
Cheltenham  
GL51 3EF

If the information is about you, please provide your name, address, phone number, date of birth, and details of the information you require. You must also provide proof of identification:

- a copy of your birth certificate **or**
- passport **or**
- driving licence **or**
- a copy of 2 different utility bills and/or bank statements from within the past 3 months **or**
- verification by a member of staff who has been working with you
- proof of change of name

You can authorise someone to make the request for you - this could be a parent, solicitor or another adult. You must provide us with written authorisation for them to do this, along with a copy of yours and their ID.

Where a person is not able to understand or exercise their rights because they are too young (under 12) or suffer from a severe mental impairment then access requests may be made by parents or other persons who are legally able to act on their behalf. You must provide proof of this, for example by sending us proof of parental responsibility or a copy of correspondence confirming power of attorney.

### When your information will be shared and retained

Depending on the nature of your enquiry, your name and request may be shared between other departments within the school to help deal with your enquiry more effectively. No other details will be shared and your information will not be used for any other purpose. Please note that under The National Archives retention guidance (TNA) 14, your request will be retained for 6 years from when your request is closed.

### **Fees**

Requests for information are free of charge. However, where a request is deemed to be unfounded or excessive, particularly if it is repetitive, a fee based on administrative costs will be charged.

### **Timescales**

Information must be provided within one month of receipt. However, where a request is too complex or numerous, a two month extension to the period of compliance can be made. If this is the case, we will inform you within one month of the receipt of the request and explain why the extension is necessary.