

## SOUTH DEVON COLLEGE

### **SUBJECT ACCESS REQUEST POLICY**

Document control

Version	Date	Author(s)	Notes on Revisions
1.0	July 2021	Kelly Sooben	New Policy
1.1	July 2022	Kelly Sooben	Annual review
1.2	July 2023	Kelly Sooben	Annual review

Owner	SLT Lead	Author	Frequency of review	Next review date	Approval Committee	Next approval Committee Date	Date of last EIA
KS	LF	KS	Annually	July 2024	SLT		

## 1. Introduction

Under the General Data Protection Regulation (GDPR) and current domestic data protection legislation, you have a right to receive confirmation that an organisation processes your personal data, and also a right to access that data so that you may be aware of it and are able to verify the lawfulness of the processing.

The process for doing so is called a subject access request and this policy sets out the procedure to be undertaken when such a request is made by you regarding data processed about you by South Devon College.

## 2. What is personal data?

“Personal data” is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, including your name.

“Special categories of personal data” includes information relating to:

- race
- ethnic origin
- politics
- religion
- trade union membership
- genetics

- biometrics (where used for ID purposes)
- health
- sex life or
- sexual orientation.

### **3. Information you are entitled to**

When you make a subject access request, you will be informed of:

- whether or not your data is processed and the reasons for the processing of your data
- the categories of personal data concerning you
- where your data has been collected from if it was not collected from you
- anyone who your personal data has been disclosed to or will be disclosed to, including anyone outside of the EEA and the safeguards utilised to ensure data security
- how long your data is kept for (or how that period is decided)
- your rights in relation to data rectification, erasure, restriction of and objection to processing
- your right to complain to the Information Commissioner if you are of the opinion that your rights have been infringed
- the reasoning behind any automated decisions taken about you.

### **4. Making a subject access request**

Although subject access requests may be made verbally, we would advise that a request may be dealt with more efficiently and effectively if it is made in writing. If you wish to make a request, please use our Subject Access Request form.

Requests that are made directly by you should be accompanied by evidence of your identity. If this is not provided, we may contact you to ask that such evidence be forwarded before we comply with the request.

Requests made in relation to your data from a third party should be accompanied by evidence that the third party is able to act on your behalf. If this is not provided, we may contact the third party to ask that such evidence be forwarded before we comply with the request.

### **5. Upon receiving a subject access request**

South Devon College will comply with your request without delay and at the latest within one month unless one of the following applies:

- in some cases, we will be unable to supply certain pieces of information that you have requested. This may be because it is subject to legal privilege or relates to management planning. Where this is the case, South Devon College will inform you that your request cannot be complied with and an explanation of the reason will be provided

- we require extra time because the requests are complex or numerous. In these circumstances, South Devon College will write to you within one month of receipt of your request to explain why an extension is required. Where an extension is required, information will be provided within three months of the date of the original request.
- Before supplying the data (where appropriate) we may contact you asking for proof of identity. You must produce this evidence for your request to be complied with.
- Your request will normally be complied with free of charge. However, we may charge a reasonable fee if the request is manifestly unfounded or excessive, or if it is repetitive. In addition, we may charge a reasonable fee if you request further copies of the same information. The fee charged will be based on the administrative cost of providing the information requested.

## **6. Refusing a request**

South Devon College may refuse to comply with a subject access request if it is manifestly unfounded or excessive, or if it is repetitive. In these circumstances, we will write to you without undue delay and at the latest within one month of receipt to explain why we are unable to comply. You will be informed of the right to complain to the Information Commissioner and to a judicial remedy.

### **Manifestly unfounded requests**

The request may be manifestly unfounded if the following applies:

- you clearly have no intention to exercise your right of access
- the request is malicious in intent and is being used to harass the organisation with no real purposes other than to cause disruption
- the request makes unsubstantiated accusations against the organisation or specific employees
- you are targeting a particular employee against whom you have some personal grudge
- you systematically send different requests to the Organisation
- Please note that all requests will be considered carefully in the context of which they are made.
- We may also refuse to deal with your request, or part of it, because of the types of information requested. For example, information which is subject to legal privilege or relates to management planning is not required to be disclosed. Where this is the case, we will inform you that your request cannot be complied with and an explanation of the reason will be provided.

### **Excessive requests**

The request may be excessive if the following applies:

- it repeats the substance of previous requests and a reasonable interval has not elapsed; or if it overlaps with other requests.