

Subject Access Requests

A Subject Access Request (SAR) is simply a written request made by or on behalf of an individual for the information which he or she is entitled to ask for under the Data Protection Act (DPA). The request does not have to be in any particular form and does not have to specifically use the words Subject Access Request.

Any member of staff could receive a valid request. The timescale for responding to a SAR is 30 days, therefore if staff receive a Subject Access Request they must immediately forward it to the Data Protection Officer (DPO@falmouthmat.org.uk).

A Subject Access Request is very different to a Freedom of Information request. A Subject Access Request is a request for personal information (It could also be a request for personal information about their child). A Freedom of Information Request provides access to information held by public authorities.

FACT OR FICTION? GDPR Mythbuster

You can't ask visitors to sign in by putting their details into a visitor book	The GDPR will not necessarily require you to change your school's signing-in process. It's clear that you need to keep certain visitor data for health and safety reasons. You do however need to ensure that you only capture and store the data you really need to meet your legal obligations to keep staff and pupils safe.
The GDPR contains specific rules about how long you can retain records for	The GDPR contains principles for good management of personal data, rather than specific rules on how you must do things. It doesn't set out record retention periods, or particular security measures that you need to put in place. Falmouth MAT follows the IRMS Records Management Toolkit for Schools . It pre-dates the GDPR, but remains applicable.
You can no longer report safeguarding allegations to your LA without consent from those involved	This is not true. Schools are legally required to report safeguarding allegations to the local authority (LA), and this won't change.
Paper records are not compliant with the GDPR	This is not true. It's fine to keep paper records, as long as you store and use them according to the GDPR principles for data processing.

Useful Tips

Advice for choosing a strong password

Your password should include uppercase and lower case, numbers and one or more special characters. Avoid the use of common English words, names or place names. Create a unique password and do not use the same password to sign up to other services.

Your desk

Ensure that when you are not at your desk, your computer is locked and there is not any student or staff personal information lying around.

De-clutter regularly and if you have personal data that is no longer required, make sure you dispose of it.

Confidential waste

Ensure personal data is disposed of appropriately. If you are throwing anything away that has personal data on it, it needs to be confidentially disposed of. Think ahead, as the end of the academic year will be a particularly busy time. Try to ensure that pupils take all of their work home, to save having to confidentially dispose of it. If you are in any doubt about whether something needs to be confidentially disposed of, please speak to the DPO.

Contact Claire Collins (MAT Officer and DPO) if you have any questions relating to GDPR (DPO@falmouthmat.org.uk)