



United Learning Group Rights of the Data Subject Policy

Scope

The policy set out in this document applies to all United Church Schools Trust (UCST) and United Learning Trust (ULT) schools and offices. The two companies (UCST and ULT) and its subsidiaries are referred to in this policy by their trading name, 'United Learning'.

Where this policy refers to 'School' or 'Head Teacher', within Central Office this should be interpreted to refer to the department where a member of staff works and their Head of Department.

As a values-led organisation our values of ambition, confidence, creativity, respect, enthusiasm and determination are key to our purpose and underpin all that we do.

Definitions

"Data Subject" means the individual to whom the personal data relates.

"Personal data" means any information relating to an identified or identifiable natural person ("data subject");

an **"identifiable person"** is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

"Processing" means any operation or set of operations performed upon personal data or sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Policy Statement

Under the General Data Protection Regulation data subjects have the following rights:

- Right to receive transparent information
- Right of access by the data subject
- Right to rectification





- Right to erasure
- Right to restriction of processing
- Right to data portability

United Learning will facilitate the exercise of these data subject rights by putting in place appropriate procedures and staff training to ensure that any such requests are dealt with free of charge and within one month of receipt unless the request is manifestly unfounded or excessive.

Procedure

Responsibility

The schools and central office will each identify an individual responsible for overseeing the response to requests regarding data subject rights.

Training

All staff who may receive communications from parents/pupils/the general public will be trained to recognise such requests and to know who within their school/office they should be passed to.

Identity

Upon receipt of a request the individual responsible for the response must take reasonable steps to establish the identity of the requestor. What constitutes reasonable steps will depend on the circumstances and how well known the individual is to the school. The school must ensure that personal data is only discussed with or released to someone who is entitled to receive the information.

The rights referred to in this procedure are the data subject's rights. An individual with parental responsibility may exercise their child's rights on their behalf if the child is not yet capable of understanding their rights themselves. A general rule of thumb is that a child is deemed capable of exercising their rights at the age of 12. However, this is dependent on each individual so the school will have to make a judgement in each case. If the school deems the pupil to be capable of exercising their own rights pupil's consent must be obtained before the requested information is released to the parent.

Clarification

If the school holds a large amount of information regarding the data subject you may ask him/her to specify which information the request relates to.





Response deadline

All requests should be responded to within one month. Requests should be responded to by electronic means unless otherwise requested by the data subject. When providing the data subject with their personal data the procedure for the secure transfer of personal data must be followed.

In the case of complex requests the GDPR allows us to extend the response deadline by two months. Any decision to extend the response deadline must be approved by the Company Secretary prior to communicating this to the data subject.

Refusing a request

Where a school considers a request from a data subject to be manifestly unfounded or excessive the request must be referred to the Company Secretary, who will decide whether the school should:

- (a) charge a fee, based on the administrative cost, for taking the action requested OR
- (b) refuse to act on the request.

Guidance

For more information please refer to the Guidance on the rights of the data subject.

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