

INTRODUCTION TO GDPR THE RIGHT OF ACCESS - OVERVIEW

UNDERSTANDING DATA ACCESS RIGHTS IN EDUCATION AND HOW SCHOOLS SHOULD MANAGE REQUESTS UNDER GDPR.

The Right of Access (Article 15 GDPR)

Individuals have the right to know:

- Whether their data is being used or stored
- What data is held about them
- To receive a copy of that data (via a **Subject Access Request – SAR**)

For children:

Parents or guardians can access a child's personal data if **the child is under 12.**



EDUCATION RECORDS VS. DATA PROTECTION

EDUCATION RECORDS

- Separate from GDPR covered by **The Education (Pupil Information) (England) Regulations 2005.**
- Applies to **local authority** and **special schools** only.
- Requests must be completed within **15 school days** (term time only).

DATA PROTECTION

- Admissions forms, reports, accident logs, SEN/EHCP plans
- Medical info relevant to education
- Child protection notes
- Correspondence and exam results



SUBJECT ACCESS REQUESTS (SAR)

- Must be completed within 1 month of receipt (extensions possible).
- Can be verbal or written.
- Identity should be verified.
- May require redaction of third-party data.

CONSIDER:

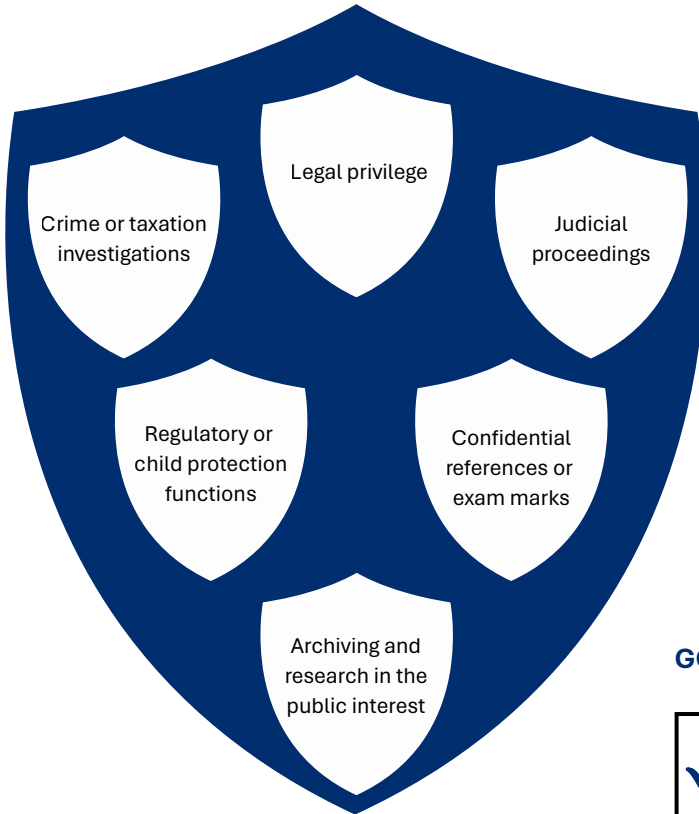
- Is the request valid or excessive?
- Does it relate to another individual?
- Do you need clarification or more details?
- Are exemptions applicable?



GDPR THE RIGHT OF ACCESS

COMMON EXEMPTIONS

Certain data may be withheld under GDPR if disclosure would affect:



PREVENTING CYBER INCIDENTS

- ✓ Be extra vigilant
- ✓ Don't ignore software updates
- ✓ Scan devices regularly
- ✓ Use 2-factor authentication
- ✓ Create strong passwords
- ✓ Follow school policies
- ✓ Report suspicious activity

PREVENTING CYBER INCIDENTS

- National Cyber Security Centre (NCSC)
- Cyber Essentials / Cyber Essentials Plus
- ICO Guidance
- IASME Consortium
- Action Fraud
- Shard Business Services Portal & Factsheets



GOOD HOUSEKEEPING PRACTICES

✓	Implement a clear desk policy
✓	Lock computers when not in use
✓	Adhere to data retention periods
✓	Avoid portable USB drives
✓	Keep GDPR & SAR policies up to date
✓	Log all SAR requests
✓	Establish an email deletion policy



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