

# Sturminster Newton High School



## Data Subject Access Request

This document explains your rights concerning the data we collect and explains the procedures we take once a Data Subject Access Request has been made. It should be read in conjunction with our Privacy Notice, which explains our statutory obligation to share data with relevant UK government agencies, e.g. Department for Education.

## Your rights

You have the right to –

- access information
- object to processing
- rectification of inaccurate information
- erasure and/or restriction of the use of information
- data portability
- be forgotten and the
- right to not be subject to automated processing where such processing relates to profiling or that significantly affects the individual.

## How we will proceed with your request

We have 30 days to meet the requirements of the Data Subject Access Request. This will allow us the time to –

- collate all the information
- redact data not relating to the data subject
- put the data in a format that is readable
- ensure that we meet our obligations under the General Data Protection Regulation (2018)

Once we have compiled the relevant data, we will contact you to arrange a time for the information to be shared.

If you are unsure of any of the terminology in this document, please contact:

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