



# DATA PROTECTION & FOI POLICY

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## Change Log

Date	Changes to Policy
Autumn 2025	Comprehensive policy review incorporating HY Education's Data Protection Policy and the Trust's Artificial Intelligence Policy.
	Section 1: Introduction – Added AI recognition in policy, ensuring GDPR compliance through anonymisation, transparency, and ethics.
	Section 2.5: Reinforced transparency via Privacy Notices detailing data use, legal basis, and individual rights.
	Section 2.6 Enhanced safeguards for children's data, including age-appropriate notices and respect for autonomy.
	Section 3.1.8: Required anonymisation of personal data when processed using AI tools.
	Section 3.4: Confirmed regular review of ROPA documenting data processing activities and compliance measures.
	Section 4.7: Prohibited sensitive data in generative AI; mandated anonymisation, consent, and use of approved tools.
	Section 5: Clarified AI tools must be approved and used with anonymisation to protect identifiable data.
	Section 6.1: Staff must complete training on ethical and secure AI use
	Section 12.8: AI-related data breaches must be reported to the DPO and investigate specific risks.
	Section 13: Outlined principles for AI use: approved tools, anonymisation, consent, transparency, bias monitoring, and audits.
	Section 14: Confirmed appointment of independent DPO with authority and expertise in data protection.
	Section 15: Provided contact details for the DPO for policy-related concerns.
Summer 2025	Accessibility and Language Support added.
Spring 2025	Amended Section 2.1: 'Online identified' to 'online identifiers' Section 2.3: Added - In addition, the processing of criminal conviction data must comply with the provisions set out in <b>Schedule 1 of the Data Protection Act 2018</b> , which outlines the conditions under which such data may be lawfully processed.
Spring 2024	Added Annexe 1 Data Subjects Rights - Query Form Added Annexe 2 Subject Access Request form
Spring 2023	Addition of para 13.2 – contact details for the ICO in the event of being unhappy with a decision made by the Trust
Spring 2021	Amended General data Protection Regulations (EU) to UK GDPR. Updated 6.2 to refer to Computer Security Policy.
Summer 2020	The wording has been simplified throughout to make it easier to read and understand. 2.3 updated to include the new guidelines about processing criminal conviction data (no longer covered under special category data). Added 3.1.7 new principle covering compliance. 9 removed reference to SARs being in writing - these can be in writing or verbal. Updated the timescales for responding to requests. Added ICO details into Contacts

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## Accessibility and Language Support

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## 1. Introduction

The Learning Academy Partnership (Trust) aims to ensure that all personal data collected about staff, pupils, parents, trainee teachers and other individuals who come into contact with the Trust and our schools is collected, stored and processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

This policy also recognises the increasing use of Artificial Intelligence (AI) tools in educational and administrative contexts. Where AI is used, the Trust will ensure compliance with UK GDPR, including anonymisation of personal data, transparency with stakeholders, and ethical use of data.

This policy applies to all personal data, regardless of whether it is in paper or electronic format and will be updated as necessary to reflect best practice, or amendments made to data protection legislation, and shall be reviewed every 2 years.

## 2. Personal Data

2.1. Personal data is any information relating to an identified, or identifiable, living individual. This may include:

- Name (including initials);
- Identification number;
- Location data;
- Online identifiers, such as username.

It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity. It also includes information that would identify an individual to the person to whom it is disclosed because of any special knowledge that they have or can obtain <sup>(1)</sup>.

2.2. There are special categories of personal data which are more sensitive and so need more protection, including information about an individual's:

- Race or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Physical or mental health;
- An individual's sex life or sexual orientation;
- Genetic or biometric data for the purpose of uniquely identifying a natural person.

2.3. The UK GDPR rules relating to special category data do **not** apply to information concerning criminal allegations, proceedings, or convictions. Instead, personal data relating to criminal convictions and offences, or related security measures, is subject to **separate safeguards** as outlined in **Article 10 of the UK GDPR**. Article 10 states that a comprehensive register of criminal convictions may only be maintained under the control of **official authority**.

In addition, the processing of criminal conviction data must comply with the provisions set out in **Schedule 1 of the Data Protection Act 2018**, which outlines the conditions under which such data may be lawfully processed.

2.4. The Trust does not intend to seek or hold sensitive personal data about staff or pupils except where the Trust has been notified of the information, or it comes to the Trust's attention via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation or as a matter of good practice. Staff or pupils are under no obligation to disclose to the Trust their race or ethnic origin, political or religious beliefs, whether or not they are a trade union member or details of their sexual life (save to the extent that details of marital status and / or parenthood are needed for other purposes, e.g. pension entitlements).

2.5 The Trust is committed to transparency in how personal data is collected and used. In accordance with UK GDPR, Privacy Notices are provided to individuals at the point of data collection. These notices explain:

- What personal data is being collected
- Why it is being collected
- The lawful basis for processing
- Who it may be shared with
- How long it will be retained
- The individual's rights under data protection law

Privacy Notices are available on the Trust's website and can be requested in hard copy from the Academy Office. They are reviewed regularly to ensure accuracy and compliance.

2.6 Children's personal data is subject to specific protection under UK GDPR, as children may be less aware of the risks, consequences, and safeguards involved in data processing. The Trust recognises this and ensures that:

- Children's data is processed lawfully, fairly, and transparently.
- Privacy Notices are provided in age-appropriate language where applicable.
- Consent for processing is obtained from a person with parental responsibility where the child is not deemed competent to understand the implications.
- Children have the same rights as adults over their personal data, including the right to access, rectify, and erase their data.
- Requests made on behalf of children will be assessed to ensure they are in the child's best interests.

Where a child is competent to exercise their data rights, the Trust will respect their autonomy and may seek their consent before disclosing information to others, including parents or guardians.



(1) For example, if asked for the number of female employees, and you only have one female employee, this would be personal data if it was possible to obtain a list of employees from the website.

## 3. Data Protection Principles

3.1. The seven data protection principles as laid down in UK GDPR are followed at all times:

- 3.1.1. Personal data shall be processed lawfully, fairly and in a transparent manner in relation to individuals;
- 3.1.2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes.
- 3.1.3. Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed;
- 3.1.4. Personal data shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- 3.1.5. Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- 3.1.6. Personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.
- 3.1.7 The Trust is responsible for complying with UK GDPR and must be able to demonstrate compliance.
- 3.1.8 Personal data processed using AI tools must be anonymised.

3.2. In addition to this, the Trust is committed to ensuring that at all times, anyone dealing with personal data shall be mindful of the individual's rights under the law (as explained in more detail in paragraphs 7 and 8 below).

3.3. The Trust is committed to complying with the principles in 3.1 at all times. This means that the Trust will:

- 3.3.1. inform individuals as to the purpose of collecting any information from them, as and when we ask for it;
- 3.3.2. be responsible for checking the quality and accuracy of the information;
- 3.3.3. regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with our Records Management and Retention Policy;
- 3.3.4. ensure that when information is authorised for disposal it is done appropriately;
- 3.3.5. ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and follow the relevant security policy requirements at all times;
- 3.3.6. share personal information with others only when it is necessary and legally appropriate to do so;
- 3.3.7. set out clear procedures for responding to requests for access to personal information known as subject access requests;
- 3.3.8. report any breaches of UK GDPR in accordance with the procedure in paragraph 9 below.

3.4. In accordance with Article 30 of the UK GDPR, the Trust maintains a Record of Processing Activities (ROPA) to document how personal data is processed across the organisation. This record includes:

- Categories of data subjects and personal data processed
- Purposes of processing
- Lawful bases for processing
- Data sharing arrangements
- Retention periods
- Security measures in place

The ROPA is reviewed regularly and updated to reflect any changes in processing activities. It forms part of the Trust's accountability framework and supports compliance with data protection legislation.

## 4. Collecting Personal Data

We will only process personal data where we have one of the six lawful bases (legal reasons) to do so under Data Protection law:

4.1. The individual has given **consent** that is specific to the particular type of processing activity, and that consent is informed, unambiguous and freely given.

4.2. The processing is necessary for the performance of a **contract**, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.

4.3. The processing is necessary for the performance of a **legal obligation** to which we are subject.

4.4. The processing is necessary to protect the **vital interests** of the individual or another.

4.5. The processing is necessary for the performance of a task carried out in the **public interest or to exercise our official authority**.

4.6. The processing is necessary for a **legitimate interest** of the Trust or that of a third party, except where this interest is overridden by the rights and freedoms of the individual concerned.

### 4.7. Use of Personal Data in Artificial Intelligence Applications

The Trust prohibits the use of sensitive personal data in generative AI tools. Where AI is used to support educational or administrative functions, staff must:

- Ensure personal data is anonymised before inputting into AI systems.
- Avoid using pupil, staff, or parent names, school identifiers, or other recognisable data in AI prompts.
- Obtain explicit consent where personal data is used in AI applications, in line with the Trust's AI Policy.
- Only use AI tools approved by the Trust and listed in the Trust's AI Whitelist.

## 5. Use of personal data by the Trust and schools

5.1. The Trust holds personal data on pupils, staff and other individuals such as visitors. In each case, the personal data must be treated in accordance with the data protection principles as outlined in paragraph 3.1 above.

When using AI tools for educational or administrative purposes, the Trust will ensure that only approved applications are used, and that these tools comply with data protection standards. Staff must follow anonymisation protocols and avoid entering identifiable data into generative AI prompts.

### Pupils

5.2. The personal data held regarding pupils includes contact details, assessment/examination results, attendance information, characteristics such as ethnic group, special educational needs, any relevant medical information, CCTV footage and photographs.

5.3. The data is used in order to support the education of the pupils, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well each school, as a whole, is doing, together with any other uses normally associated with this provision in a school environment.

5.4. In particular, a school may:

5.4.1. Transfer information to any association society or club set up for the purpose of maintaining contact with pupils or for fundraising, marketing or promotional purposes relating to the school but only where consent has been obtained first;

5.4.2. Make personal data, including sensitive personal data, available to staff for planning curricular or extracurricular activities;

5.4.3. Make personal data, including sensitive personal data, available to staff to enable them to carry out safeguarding / welfare checks as required.

5.4.4. Keep the pupil's previous school informed of his / her academic progress and achievements e.g. sending a copy of the school reports for the pupil's first year at the school to their previous school;

5.4.5. Use photographs of pupils in accordance with the Photography & Video Consent and Storage Policy.

5.4.6 Review and use CCTV footage for safety or security purposes.

5.5. Any wish to limit or object to any use of personal data should be notified to your Head Teacher in writing, which notice will be acknowledged by the school in writing. If, in the view of the Head Teacher, the objection cannot be maintained, the individual will be given written reasons why the school cannot comply with their request.

## Staff

5.6. The personal data held about staff will include contact details, employment history, information relating to career progression, information relating to DBS checks, photographs, CCTV Footage and Previous references. We will use photographs of staff in accordance with the Photography & Video Consent and Storage Policy.

5.7. The data is used to comply with legal obligations placed on the Trust in relation to employment, and the education of children in a school environment. The Trust may pass information to other regulatory authorities where appropriate and may use names and photographs of staff in publicity and promotional material. Personal data will also be used when giving references.

5.8. Staff should note that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as "spent" once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.

5.9. Any wish to limit or object to the uses to which personal data is to be put should be notified to the Human Resources Manager who will ensure that this is recorded and adhered to if appropriate. If the Human Resources Manager is of the view that it is not appropriate to limit the use of personal data in the way specified, the individual will be given written reasons why the Trust cannot comply with their request.

## Other Individuals

5.10. The Trust may hold personal information in relation to other individuals who have contact with the schools, such as trainee teachers, volunteers, contractors and guests. Such information shall be held only in accordance with the data protection principles and shall not be kept longer than necessary.

# 6. Security of personal data

6.1. The Trust will take reasonable steps to ensure that members of staff will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this policy and their duties under UK GDPR. The Trust will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

Staff must complete training on the safe and ethical use of AI tools, including data protection responsibilities.

6.2. For further details as regards security of IT systems, please refer to the Computer Security Policy.

# 7. Disclosure of personal data to third parties

7.1. The following list includes the most usual reasons that the Trust will authorise disclosure of personal data to a third party:

7.1.1. To give a confidential reference relating to a current or former employee, volunteer or pupil;

7.1.2. For the prevention or detection of crime;

7.1.3. For the assessment of any tax or duty;

7.1.4. Where it is necessary to exercise a right or obligation conferred or imposed by law upon the Trust (other than an obligation imposed by contract);

7.1.5. For the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);

7.1.6. For the purpose of obtaining legal advice;

7.1.7. For research, historical and statistical purposes (so long as this neither supports decisions in relation to individuals, nor causes substantial damage or distress);

7.1.8. To publish the results of public examinations or other achievements of pupils of the Trust;

7.1.9. To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of academy trips;

7.1.10. To provide information to another educational establishment to which a pupil is transferring;

7.1.11. To provide information to the Examination Authority as part of the examination process; and

7.1.12. to provide information to the relevant Government department concerned with national education. At the time of the writing of this Policy, the Government department concerned with national education is the Department for Education (DfE). The Examination Authority may also pass information to the DfE.

7.2. The DfE uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the nation's education service as a whole. The statistics are used in such a way that individual pupils cannot be identified from them. On occasion the DfE may share the personal data with other Government Departments or agencies strictly for statistical or research purposes.

7.3. The Trust may receive requests from third parties (i.e. those other than the data subject, the Trust, and employees of the Trust) to disclose personal data it holds about pupils, their parents or guardians, staff or other individuals. This information will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies; or where necessary for the legitimate interests of the individual concerned or the Trust.

7.4. All requests for the disclosure of personal pupil data must be sent to the Head Teacher, requests for disclosure of staff data must be sent to the HR Manager, who will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure.

## 8. Confidentiality of pupil concerns

8.1. Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, the school will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the school believes disclosure will be in the best interests of the pupil or other pupils.

## 9. Subject Access Requests

9.1. Anybody who makes a request to see any personal information held about them by the Trust is making a Subject Access Request. These requests can be in writing, completion of the form (Annexe 2) or verbal. All information relating to the individual, including that held in electronic or manual files should be considered for disclosure, provided that they constitute a "filing system" (see clause 1.5).

9.2. All requests should be sent to the Head Teacher and must be dealt with in full without delay and within one month of receipt.

9.3. Where a child or young person does not have sufficient understanding to make his or her own request (usually those under the age of 12, or over 12 but with a special educational need which makes understanding their information rights more difficult), a person with parental responsibility can make a request on their behalf. The Head Teacher must, however, be satisfied that:

9.3.1. the child or young person lacks sufficient understanding; and

9.3.2. the request made on behalf of the child or young person is in their interests.

9.4. Any individual, including a child or young person with ownership of their own information rights, may appoint another person to request access to their records. In such circumstances the school must have written evidence that the individual has authorised the person to make the application and the Head Teacher must be confident of the identity of the individual making the request and of the authorisation of the individual to whom the request relates.



9.5. Access to records will be refused in instances where an exemption applies, for example, information sharing may place the individual at risk of significant harm or jeopardise police investigations into any alleged offence(s).

9.6. The school may ask for any further information reasonably required to locate the information.

9.7. An individual only has the automatic right to access information about themselves, and care needs to be taken not to disclose the personal data of third parties where consent has not been given, or where seeking consent would not be reasonable, and it would not be appropriate to release the information. Particular care must be taken in the case of any complaint or dispute to ensure confidentiality is protected.

9.8. All files must be reviewed by the Head Teacher before any disclosure takes place. Access will not be granted before this review has taken place.

9.9. Where all the data in a document cannot be disclosed a permanent copy should be made and the data obscured or retyped if this is more sensible. A copy of the full document and the altered document should be retained, with the reason why the document was altered.

## 10. Exemptions of access to data by subjects

10.1. Where a claim to legal professional privilege could be maintained in legal proceedings, the information is likely to be exempt from disclosure unless the privilege is waived.

10.2. There are other exemptions from the right of subject access. If we intend to apply any of them to a request, then we will usually explain which exemption is being applied and why.

## 11. Other rights of individuals

11.1. The Trust has an obligation to comply with the rights of individuals under the law and takes these rights seriously. The following section sets out how the Trust will comply with the rights to:

- 11.1.1. object to processing;
- 11.1.2. rectification;
- 11.1.3. erasure; and
- 11.1.4. data portability

### Right to object to processing

11.2. An individual has the right to object to the processing of their personal data on the grounds of pursuit of a public interest or legitimate interest (grounds 4.5 and 4.6 above) where they do not believe that those grounds are made out.

11.3. Where such an objection is made, it must be sent to the Head Teacher within 2 working days of receipt, and the Head Teacher will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings. See Annexe 1 Data Subjects rights – query form

11.4. The Head Teacher shall be responsible for notifying the individual of the outcome of their assessment within 1 month (at the very latest) of receipt of the objection.

### Right to rectification

11.5. An individual has the right to request the rectification of inaccurate data without undue delay. Where any request for rectification is received, it should be sent to the Head Teacher within 2 working days of receipt, and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable (within 1 month at the very latest), and the individual notified.

11.6. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data and communicated to the individual. The individual shall be given the option of [a review under the data protection complaints procedure, or an appeal direct to the Information Commissioner.

11.7. An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

### Right to erasure

11.8. Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:

11.8.1. Where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed;

11.8.2. Where consent is withdrawn and there is no other legal basis for the processing;

11.8.3. An objection has been raised under the right to object, and found to be legitimate;

11.8.4. Personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met);

11.8.5. Where there is a legal obligation on the Trust to delete.

11.9. The Data Protection Officer (DPO) will make a decision regarding any application for erasure of personal data and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made. The request must be complied with within 1 month of receipt.

## Right to restrict processing

11.10. In the following circumstances, processing of an individual's personal data may be restricted and the request must be complied with within 1 month of receipt:

11.10.1. Where the accuracy of data has been contested, during the period when the Trust is attempting to verify the accuracy of the data;

11.10.2. Where processing has been found to be unlawful, and the individual has asked that there be a restriction on processing rather than erasure;

11.10.3. Where data would normally be deleted, but the individual has requested that their information be kept for the purpose of the establishment, exercise or defence of a legal claim;

11.10.4. Where there has been an objection made about their data being processed, and the Trust is considering whether legitimate grounds override those of the individual.

## 12. Personal Data Breaches

12.1. A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

12.1. Once notified, the DPO shall assess:

12.2.1. The extent of the breach;

12.2.2. The risks to the data subjects as a consequence of the breach;

12.2.3. Any security measures in place that will protect the information;

12.2.4. Any measures that can be taken immediately to mitigate the risk to the individuals.

12.3. Unless the DPO concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information Commissioner's Office within 72 hours of the breach having come to the attention of the Trust, unless a delay can be justified.

12.4. The Information Commissioner shall be told:

12.4.1. Details of the breach, including the volume of data at risk, and the number and categories of data subjects;

12.4.2. The contact point for any enquiries (which shall usually be the DPO);

12.4.3. The likely consequences of the breach.

12.4.4. Measures proposed or already taken to address the breach.

12.5. If the breach is likely to result in a high risk to the rights and freedoms of the affected individuals then the DPO shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.

12.6. Data subjects shall be told:

- 12.6.1. The nature of the breach.
- 12.6.2. Who to contact with any questions
- 12.6.3. Measures taken to mitigate any risks.

12.7. The DPO shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by the Trust Executive Team and a decision made about implementation of those recommendations.

12.8 Breaches involving AI tools—such as unintended data exposure via generative platforms—must be reported immediately to the DPO. These incidents will be investigated with consideration of the specific risks associated with AI technologies

## 13. Artificial Intelligence and Data Protection

The Trust recognises the potential of AI to enhance educational delivery and administrative efficiency. However, its use must be carefully managed to protect personal data. This includes:

- Using only Trust-approved AI tools.
- Ensuring tools do not train on Trust data unless consent is obtained.
- Anonymising data in prompts.
- Providing transparency to pupils, parents, and governors.
- Monitoring for bias and ensuring fairness in AI-generated outputs.
- Maintaining accountability through regular audits and staff training.

## 14. Data Protection Officer

The GDPR requires certain organisations, including the Trust, to appoint a 'Data Protection Officer' ("DPO"). The DPO must have expert knowledge in data protection law and practices. Our appointed DPO who fulfils these requirements is HY Education, who can be contacted by telephone on 0161 543 8884 or email at [DPO@wearehy.com](mailto:DPO@wearehy.com)

The DPO is independent of the Trust to avoid any conflict of interest and will be given the authority, support and resources necessary to undertake the role effectively. The DPO reports to the most senior level of management. The DPO will be involved in data protection matters in a timely manner, and the Trust will have proper regard to all advice given.

## 15. Contacts

15.1. If anyone has any concerns or questions in relation to this policy, they should contact the Data Protection Officer [DPO@wearehy.com](mailto:DPO@wearehy.com)

15.2. If a person is dissatisfied with a decision made by the Trust under this policy then they may request a review of that decision and if they remain dissatisfied or otherwise have a complaint arising out of any decision made under this policy then they may contact the Information Commissioner's Office see [www.ico.org.uk](http://www.ico.org.uk) or telephone 0303 123 1113

# FREEDOM OF INFORMATION

## 1. Introduction

1.1. The Trust is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

## 2. What is a request under FOI

2.1. Any request for any information from the Trust is technically a request under the FOI, whether or not the individual making the request mentions the FOI. However, the ICO has stated that routine requests for information (such as a parent requesting a copy of a policy) can be dealt with outside of the provisions of the Act.

2.2. In all non-routine cases, if the request is simple and the information is to be released, then the individual who received the request can release the information but must ensure that this is done within the timescale set out below. A copy of the request and response should then be sent to the Head Teacher.

2.3. All other requests should be referred in the first instance to the Head Teacher, who may allocate another individual to deal with the request. This must be done promptly, and in any event within 3 working days of receiving the request.

2.4. When considering a request under FOI, you must bear in mind that release under FOI is treated as release to the general public, and so once it has been released to an individual, anyone can then access it, and you cannot restrict access when releasing by marking the information “confidential” or “restricted”.

## 3. Time limit for compliance

3.1. The Trust must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. For the Trust, a “working day” is one in which pupils are in attendance, subject to an absolute maximum of 60 calendar days to respond.

## 4. Procedure for dealing with a request

4.1. When a request is received that cannot be dealt with by simply providing the information, it should be referred in the first instance to the DPO, who may reallocate to an individual with responsibility for the type of information requested.

4.2. The first stage in responding is to determine whether or not the Trust “holds” the information requested. The Trust will hold the information if it exists in computer or paper format. Some requests will require the Trust to take information from different sources and manipulate it in some way. Where this would take minimal effort, the Trust is considered to “hold” that information, but if the required manipulation would take a significant amount of time, the requestor should be contacted to explain that the information is not held in the manner requested and offered the opportunity to refine their request. For example, if a request required the Trust to add up totals in a spreadsheet and release the total figures, this would be information “held” by the Trust. If the Trust would have to go through a number of spreadsheets and identify individual figures and provide a total, this is likely not to be information “held” by the Trust, depending on the time involved in extracting the information.

4.3. The second stage is to decide whether the information can be released, or whether one of the exemptions set out in the Act applies to the information. Common exemptions that might apply include:

4.3.1. Section 40 (1) – the request is for the applicant’s personal data. This must be dealt with under the subject access regime in the DPA, detailed in the Data Protection policy above;

4.3.2. Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the Data Protection principles as set out in the Data Protection policy above;

4.3.3. Section 41 – information that has been sent to the school (but not the school’s own information) which is confidential;

4.3.4. Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;

4.3.5. Section 22 – information that the school intends to publish at a future date;

4.3.6. Section 43 – information that would prejudice the commercial interests of the Trust/school and / or a third party;

4.3.7. Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);

4.3.8. Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;

4.3.9. Section 36 – information which, in the opinion of the Trust Lead, would prejudice the effective conduct of the Trust or school. There is a special form for this on the ICO's website to assist with the obtaining of the Trust Leads opinion.

4.4. The sections mentioned in italics are qualified exemptions. This means that even if the exemption applies to the information, you also have to carry out a public interest weighting exercise, balancing the public interest in the information being released, as against the public interest in withholding the information.

## 5. Responding to a request

5.1. When responding to a request where the Trust has withheld some or all of the information, the Trust must explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this also needs to be explained.

5.2. The letter should end by explaining to the requestor how they can complain – either by reference to an internal review by a Trustee, or by writing to the ICO.

## 6. Contact

6.1. Any questions about this policy should be directed in the first instance to the Data Protection Officer [dpo@lapsw.org](mailto:dpo@lapsw.org)



## ANNEXE 1

## Data subject rights – query form

Please use this form and return to the academy office if you consider that your personal data, or that of a child for who you hold parental responsibility, is not being correctly stored, processed, used or shared.

It may be necessary to confirm your identity.

You have a right to request details of how personal data is used or not used, if you feel that it should be erased or deleted if you think that the details and data held is wrong or if it should not have been collected in the first place.

Name:
Pupil's name (if applicable):
Relationship to the pupil (if applicable):
Address:
Postcode:
Daytime telephone number:
Evening telephone number:
Please give details of your personal data management query or complaint.
What action (if any) have you already taken to try and resolve this?
What would you like to happen?

Are you attaching any paperwork? If so, please give details.
Signature:
Date:

## ANNEXE 2

### Subject Access Request – form

#### Data subject (individual who the information is about)

Title	
Name	
Date of birth	
Year group (if child or young person)	

#### Individual making the request

Name	
Date of birth	
Address	
Email address	
Contact phone number	
Identification evidence provided (if required)	
Valid identification includes: <ul style="list-style-type: none"><li>• passport driving licence</li><li>• two forms of utility bill within last 3 months B</li><li>• bank statement of last three months</li><li>• council tax bill</li><li>• rent book</li></ul>	

#### Status of individual making the request

Parent/carer with parent responsibility (PR)	
Are you acting on their written authority (please provide a copy of the consent)	
Date of birth	
If not the parent or with PR, what is your role?	

#### Details of data requested

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#### Declaration

I, ....., hereby request that .....[School/Academy name] provide the data requested about me.

Signature:

Dated:

I, ....., hereby request.....[School/Academy name]  
provide the data requested about ..... [child's name] on the basis of the authority that I  
have provided.

Signature:

Dated: