



Davenham Church of England Primary School

“Working Together, Playing Together, Serving God and Serving Others”

“...encourage one another and build each other up...”

FREEDOM OF INFORMATION AND SUBJECT ACCESS REQUESTS STATEMENT

Please also refer to our Data Protection Policy and Subject Access Request Policy

Davenham C of E Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

The Freedom of Information Act (2000) provides public access to information held by public authorities. It does this in two ways:

- public authorities are obliged to publish certain information about their activities;
- and members of the public are entitled to request information from public authorities.

If a member of the public wishes to see information that a public authority holds on them, they should make a subject access request. A subject access request (SAR) is a written request made on or behalf of an individual for the information which s/he is entitled to ask for under Section 7 of the Data Protection Act 1998 or under the General Data Protection Regulation (GDPR) which come into legislation from May 2018.

This statement applies to all data held by Davenham C of E Primary School regardless of how it was created and irrespective of the media on which the data is stored. It should be noted that access to personal information (that is information

from which a living individual can be identified) is governed by the Data Protection Act 1998 until May 2018. From 25th May 2018 it will be governed by the GDPR.

Davenham C of E Primary School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made within a month from the date of request and more speedily if possible.

Any request in writing will be considered a Freedom of Information request including requests received by email.

In most cases, there will not be a charge for any request for information providing it falls under the legislation. However, requests that are manifestly unfounded, excessive or repetitive can be charged for or refused. If a request is refused, the applicant will be informed (within one month) of the reasons and will have the right to complain to the supervisory authority.

Please note that delays could be caused to the response of a Subject Access Request as a result of school closures (holiday periods)