



My Rights – A Guide for Data Subjects

Last Reviewed: September 2025

Next Review: September 2027

Implementation from: October 2025

Cycle: Two Years

Version: 2.0



Data Protection & The UK GDPR – My Rights

In a Trust setting, personal data is stored and used for a variety of reasons. You may be a parent, carer, pupil, staff member, governor, visitor or anyone else who the school store data about. There are a number of categories of people, and many different types of data that is used in schools on a daily basis.

The Trust processes personal data for various purposes, including fulfilling legal obligations, performing contracts, and carrying out tasks in the public interest. Consent is required only in specific circumstances, such as for photographs or other activities where no other lawful basis applies. For detailed information about how your data is collected, used, and protected, please refer to our Privacy Notices and Data Protection Policy, available on our website or from the school office.

Whilst Privacy Notices set out details about why data may be collected, stored and used, there are some overriding principles that apply to every person (the Data Subject) when a Trust stores data. As Data Subjects, sometimes our consent is necessary for a Trust to process data about us. That might relate to photographs in school, reports in local press or similar. Consent is dealt with in the separate parts of the policy and can be accessed on the website or through the school office.

There are other occasions when data about us or our children may be used by the Trust to fulfil a legal obligation, a contract or some other lawful usage.

We all have other rights.

You have the right to be informed about how your personal data is collected, used, and protected. This information is provided in our Privacy Notices.

1. The right to rectification. Where data held about us is inaccurate, we have a right to apply for it to be amended and put right. This has to be done within one month, or within three months if it was complex. To do this we have to contact the data compliance manager within the Trust, or the data protection officer. We have a right to complain if this is not done
2. The right of access. This is a subject access request and is dealt with in more detail as part of the data protection policy. In essence, we have a right to see information about us that is classed as “personal data”. There is a separate process for us to make this request within school, and the school may ask us to clarify or be more specific about what kind of data we are asking for if there is a lot of it. The Trust/School should provide the requested information within 30 days of receiving a subject access request, this period may be extended by a further 60 days if the request is complex or contains a large amount of data



Parents or carers may exercise rights on behalf of children under 13, or older children who do not have the capacity to make their own decisions.

3. We have a right to erasure. This means that in certain circumstances we can ask for data about us to be permanently deleted. However, this can be limited if the data needs to be kept for some official, lawful or contractual purpose. The right to erasure sometimes occurs if we withdraw consent to a process
4. We sometimes have the right to restrict processing. If we believe that data is inaccurate, and we have asked for it to be erased, we can ask the data processor and controller to stop any processing until the investigation into erasure or amendment has taken place
5. There is also the right to data portability, this has little bearing in the school setting. Transfer of data for pupils is regulated by guidance from the Department for Education. Data about staff is part of HMRC contractual obligations. Data portability would usually apply to things like utility companies or bank accounts. Where data transfer is required, your information should be provided to the recipient in a commonly readable electronic format e.g. by word or pdf document(s)
6. **Individuals also have the right to object. E.g. to personal data being used for marketing. You have the right to object to the processing of your personal data in certain circumstances, such as direct marketing or where processing is based on legitimate interests. Please contact the Data Protection Officer for more information.** Again, in the Trust setting this is likely to be very limited as the only marketing tends to be limited to school fetes, fairs and plays. Schools and Academy Trusts should not be sharing data with commercial third party entities to enable direct marketing of individuals. If this was the case, then an individual could object and ensure that the data was no longer used for that purpose
7. As individuals we also have the right to ask that decisions are made about us on the basis of our data, rather than by an automated process. Again, any application of this in schools would be extremely limited. This tends to be regarding situations such as reference agency checks for loans and mortgages for example. **You have the right not to be subject to a decision based solely on automated processing, including profiling, unless this is necessary for a contract or authorised by law. This is unlikely to apply in a school setting.**

These rights are important and sit alongside the school or Trust's legal obligations to manage our data properly. Please also see the Privacy Notices and Data Protection Policy.



The Trust is committed to protecting your personal data and has robust security measures in place. In the unlikely event of a data breach that poses a risk to your rights and freedoms, we will notify the Information Commissioner's Office within 72 hours and inform you as soon as possible.

If you feel that any of the Rights set out here are not being managed properly, or if that information held of our files is inaccurate or should not be there or should be changed or amended, please do let us know. There is a form to complete at the end of this document. By providing us with as much detail as you can about why you think we have got something wrong, or why we are holding information that we should not be keeping, it makes the process much simpler for you.

We will respond within 28 days of receiving the form, and we will give our reasons in writing for any decision we make. Please see form below.

When you get the decision you can accept it, and you need do nothing more. You can ask for a review by us and our Data Protection Officer, you can complain using our policy if you feel that we have not acted properly or you can make a referral to the Information Commissioner – whose details are found at <https://ico.org.uk/> or by phone 0303 123 1113.

The Trust has appointed a Data Protection Officer (DPO) to oversee compliance with data protection laws. If you have any questions or concerns about how your data is handled, please contact the DPO at [insert DPO contact details].

Data Protection and UK GDPR Data Subjects Rights Queries

Please use this form 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.

Please indicate the type of request you are making (e.g., access, rectification, erasure, objection)

If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO) at any time.

Review

A review of the effectiveness of UK GDPR compliance and processes will be conducted by the Data Protection Officer every two years. The next review will be undertaken in September 2027.



Your name:

Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Address:

Postcode:

Day time 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.



Official use - **ONE CALENDAR MONTH ACTION DEADLINE**

Date acknowledgement sent:

By who:

Matter referred to DPO on:

Internal actions agreed:

Date for review: