

GDPR Subject Access: Requesting access to information

Kettlethorpe High School is committed to ensuring that information we hold and use is accurate and is used fairly. In order to do that we support your right to access information. The reason for this access is for you to be aware of the storage and use of information and for verifying that storage and use is lawful.

For pupils we hold information in these categories

- Personal details
- Transfer information
- Attendance
- Behaviour and achievement
- Attainment
- Medical information
- Special needs
- Safeguarding
- Advice and guidance/work experience
- Photographs
- Finger scan

For parents and other named emergency contacts we hold information in these categories

- Parent personal details
- Emergency contact personal details

If you would like to request access to your information, providing the following information in as much detail as possible will help us respond effectively to your request.

Category of information requested (from the list above)	
Particular aspect of information requested e.g. achievement comments for this academic year	
Reason for your request	

Because of the confidential nature of the information being provided we will need to confirm your identity.

Information will usually be provided without charge. However, a reasonable fee will be charged for requests that are manifestly unfounded, excessive or repetitive. In some cases we have the right to refuse to respond to the request and we will explain why we have refused and your rights in this case.

You will usually be provided with the information requested within one month of your request. You will appreciate that requests made during school holidays may require an extension and we will discuss this with you.

Your details

Full name	
Address	
Contact email	
Contact phone number	
Name of child	
Date of birth of child	
Year and tutor group e.g. 8K2	

Signature

Your signature _____

Date _____

The request for information should be sent to Jane Babbage (Head's PA)
jbabbage@kettlethorpe.wakefield.sch.uk