



HARROW INDEPENDENT COLLEGE

School of Mathematics, Science & Economics

Subject Access Request Procedure for Harrow Independent College

Any external parties, currently on-roll and ex-students, their parents and contractors, volunteers & staff members have the right to ask the college whether it is using or storing your personal information. You can request the college, the copies of your personal information, verbally or in writing by submitting a subject access request (SAR).

If you have parental authority and the child is under 12 years of age, you can also request copies of their personal data.

Preparing and submitting your subject access request

Please find below what to include and not to include in your subject access request.

Do include:

- a clear label for your request (eg use 'subject access request' as your email subject line or a heading for your letter);
- the date of your request;
- your name (including any aliases, if relevant);
- any other information used by the college to identify or distinguish you from other individuals (eg enrolment register number or employee number or Full Name with Date of Birth);
- your up-to-date contact details;
- a comprehensive list of what personal data you want to access, based on what you need;
- any details, relevant dates, or search criteria that will help the organisation identify what you want; and
- how you would like to receive the information (eg by email or printed out).

Don't include:

- other information with your request, such as details about a wider college complaint;
- a request for all the information the college holds on you, unless that is what you want (if the college holds a lot of information about you, it could take them longer to respond, or make it more difficult for you to locate the specific information you need in their response); or
- threatening or offensive language.

The subject access request can be made verbally; however the college recommends you put in writing if possible because it gives you a request of your recording.

The request can be made by someone else on behalf of you, where an authorisation has been provided. However, you should consider whether you want the other person to have access to some or all of your personal information. Depending on the nature of your request, the other person could gain access to information that you may not want to share with them, such as any confidential information.

Examples of individuals making requests for other people include:

- *someone with parental responsibility, or guardianship, asking for information about a child or young person*

A written authorisation must be submitted to the college office by letter or email at office@harrowindependentcollege.co.uk

Where possible, send your request addressing the college's Data Protection Officer's name, Mr Kandiah Kandeepan.

Our postal address is –

Harrow Independent College

308-310, Eastcote Lane

Harrow

HA2 9AH

United Kingdom

Tel:- 02084236227

Created on: February 2023

Created by: Mrs Ritu Tripathy

Appendix: Guide Template for subject access request letter/email template

[Harrow Independent College]

[Your name and full postal address]

[Your contact number]

[Your email address]

[The date]

Dear Sir or Madam

Subject access request

[Include your full name and other relevant details to help identify you].

Please supply the personal data you hold about me, which I am entitled to receive under data protection law, held in:

[Give specific details of where to search for the personal data you want, for example:

- *my personnel file;*
- *the CCTV camera situated at ('location E') on 23 May 2020 between 11am and 12pm; and]*

If you need any more information, please let me know.

[If relevant, state whether you would prefer to receive the data in a particular electronic format or printed out].

If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

Yours faithfully

[Signature]