

# BRUCE COLLEGE

## DATA SUBJECT ACCESS REQUEST POLICY

### 1 INTRODUCTION

Bruce College is required to process personal information (*personal data*) regarding our students (*data subjects*) and is thus obligated under the General Data Protection Regulation (GDPR) and relevant data protection legislation to protect such information in how we obtain, process, store and delete in compliance with the principles of the GDPR.

Under the GDPR, each data subject has the right to access their information and this document, in conjunction with the School Data Protection Policy, provides the means for individuals to avail of this right when making a Data Subject Access Request (DSAR) in addition to the outlining the protocols that the School will adhere to when responding to such request(s).

#### 1.1 THE GENERAL DATA PROTECTION REGULATION

The General Data Protection Regulation (GDPR) gives individuals the right to know what information is held about them, the right to access this information and to exercise other rights, including the rectification of inaccurate data. The GDPR is a standardised regulatory framework which ensures that personal information is obtained, handled and disposed of properly.

As the School is obligated under the GDPR and Irish data protection laws, we abide by the Regulations' principles which are laid out in the School's Data Protection Policy.

### 1. PERSONAL DATA/INFORMATION

***Information protected under the GDPR is known as "personal data" and is defined as: -***

*"Any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."*

Further information on what constitutes personal information and your rights under the data protection regulation and laws can be found at [www.dataprotection.ie](http://www.dataprotection.ie).

## 2 THE RIGHT OF ACCESS

The school takes the privacy of our students and staff very seriously and we are committed to adhering to the principles of the GDPR. Under Article 15, individuals have the right to confirm, seek and obtain any personal data relating to them and if that data is being processed by the School. Therefore, when it is requested, we will strive to provide the following;

- Confirmation that the School holds personal data in one form or another of the requestor.
- The reasons why that personal data is held i.e. the purpose for which the data is processed.
- The categories of that data.
- To whom the data has been disclosed and the reason(s) why.
- The retention period for that data.

### 2.1 HOW TO MAKE A DATA SUBJECT ACCESS REQUEST (DSAR)?

A data subject can make a request to the School using the form provided (Annex 'A'). Alternatively, you can submit a request electronically. The GDPR does not explicitly state that the request must be made in writing but in the interests of expediency and clarity, it is recommended that all such requests are submitted in written form.

The School will provide the personal information to the requestor *unless an exemption applies*. In the case that an exemption applies, the School will provide the requestor with reasons for the exemption(s).

### 2.2 ACTION ON RECEIVING A DSAR

#### **Step 1:**

##### **Identity Verification**

Data Subject Access Requests (DSAR) received by the School will be delivered to the Principal as soon as they are received. A record of the request will be made in the DSAR Register. The second step in this process will be the verification of the identity of the requestor. The Principal will use all reasonable means to do so especially in the case where the request has been made electronically. We may contact you to ask for further information or to ask you to provide a form of identification prior to progressing the request.

In the event of a third party such as a solicitor, a family member or a representative requesting the information on your behalf, we may contact you in order to confirm their identity and to confirm that you have given them authorisation to act on your behalf.

#### **Step 2:**

### **Information Gathering**

Once the School is satisfied that sufficient information has been provided in your DSAR, then the process of gathering the relevant material will commence. All documents relating to you will be collated and will be formatted in such a way that will be acceptable to the requestor. If we do not have sufficient information to allow us to complete this process fully, then we may contact you to ascertain those details.

### **Step 3:**

### **Information Provision**

When the relevant material has been confirmed and collected, the School will send it to you in writing by means of registered post or other means that will allow for the proof of posting. Alternatively, you may arrive at the School where you can physically collect and sign for the relevant documents. In accordance with the GDPR principles, the information will be in a concise, transparent, intelligible and easily accessible format, using clear and plain language.

The DSAR process may be ongoing and require clarification and thus, ongoing communication between the two parties may be necessary.

Once the information has been received by the requestor, confirmation of same to the School is advisable.

## **3 FEES**

In accordance with the GDPR, the School will endeavour to complete all DSARs within the prescribed timeframe of 30 days and that the information will be provided free of charge. However, any request for further copies of the information that has already been provided may incur an administrative cost.

## **4 TIMELINES**

in the unlikely event that the School has difficulty in retrieving the information or that the request is of a particularly complex nature, then the timeframe of 30 days may be extended by two months. In this event, we will communicate with you within the 30 days to inform you of the delay and the reasons why that delay has occurred.

## **5 YOUR OTHER RIGHTS**

Under the GDPR, you have the right to request rectification of any inaccurate data held by us. Where we are notified of inaccurate or incomplete data, and agree that the data is incorrect, we will amend the details immediately as directed by you and make a note on the system (*or record*) of the change and reason(s).

We will rectify any errors within 30 days and inform you in writing of the correction and where applicable, provide the details of any third-party to whom the data has been disclosed.

If for any reason, we are unable to act in response to a request for rectification and/or data completion, we will always provide a written explanation to you and inform you of your right to complain to the Supervisory Authority and to seek a judicial remedy.

In certain circumstances, you may also have the right to request from the School, the erasure of personal data or to restrict the processing of personal data where it concerns your personal information; as well as the right to object to such processing. You can use the contact details in section 7 to make such requests.

## **6 EXEMPTIONS AND REFUSALS**

The GDPR contains certain exemptions from the provision of personal information. If one or more of these exemptions applies to your subject access request or where the School does not act upon the request, we shall inform you at the earliest convenience, or at the latest, within one month of receipt of the request.

Where possible, we will provide you with the reasons for not acting and any possibility of lodging a complaint with the Supervisory Authority and your right to seek a judicial remedy. Details of how to contact the Supervisory Authority are laid out in section 7 of this document.

## **7 SUBMISSION & LODGING A COMPLAINT**

To submit your SAR, you can contact us at [susan@brucecollege.ie](mailto:susan@brucecollege.ie) or visit our Data Subject Access Request page on our website. You can also submit your request in writing using the *form in Appendix I*, sending the request to: -

**The Principal  
Bruce College  
Audley House  
Patrick's Hill  
Cork**

### **7.1 SUPERVISORY AUTHORITY**

You have the right to lodge a complaint with the Irish Data Protection Supervisory Authority. The Office of the Data Protection Commissioner can be contacted at:

**Office of the Data Protection Commissioner**

Canal House  
Station Road  
Portarlinton  
R32 AP23 Co. Laois  
Telephone +353 57 8684800 / +353 (0)761 104 800  
Lo Call Number 1890 252 231  
Fax +353 57 868 4757  
E-mail [info@dataprotection.ie](mailto:info@dataprotection.ie)

**BRUCE COLLEGE**

**DSAR (Data Subject Access Request Form)**

Under the GDPR you are entitled to a copy of the personal data that we, Bruce College, currently hold as a result of you attending our school. Please complete this form correctly and return it to The Principal, Bruce College, Audley House, Cork. We will confirm the date that we receive your request with you and we will reply to you within the mandatory 30-day period with your personal data or with further queries in the event that clarification is required.

Any information that you provide is with will only be used for the purpose of fulfilling the request.

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:**

**Email (for correspondence):**

**Phone Number:**

**Date of Submission:**

**Deadline Date:**

**Received by (Staff Member):**

**Received in form: (written: email: verbal)**

Please describe in as much detail as possible, the information that you are requesting so that we can process it as quickly and as efficiently as possible: (if you are applying for a copy of the personal data of another person eg your child, please provide as much detail as possible.)

**Please provide the following:**

**Section three: Identification and proof of address in order to us to verify your identity:**

1. Proof of identity (e.g. passport, photo driving licence, or birth certificate)
2. Proof of address (e.g. utility bill, bank statement (not later than 3 months), current driving licence etc.

Please be advised that we reserve the right to refuse your request if we are not satisfied as to whom you claim to be.

**Signed by:** \_\_\_\_\_ **Date:**

**Please be advised that you retain the right under the GDPR to contact the Data Protection Commissioner at [dataprotection.ie](http://dataprotection.ie) at any time.**