



Whitehouse Primary School

Subject Access Request Process March 2018

Believe in Yourself

Under the General Data Protection Regulations 2018 you have a right to request access to the data that the school holds on you and your child(ren).

As the data subject you have the right to:

- Request access to the personal data the school holds.
- Request that your data is amended if inaccurate.
- Request that your data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and re-use your personal data for your own purposes across different services.

You can make a Subject Access Request by contacting the school in writing or via email.

You need to address your request to the School Business Manager at:

Whitehouse Primary School
Whitehouse Lane
North Shields
NE29 8PE

whitehouse.primary@northtyneside.gov.uk

The school has 40 days to comply with a request. If more information is needed to clarify what data you are asking for the 40 day period begins once any additional information has been received by the school.

There is no charge for processing a Subject Access Request. Once the information is ready the school will contact you to arrange for secure collection.