

Data Protection

How to make a Subject Access Request

Please complete our subject access request form if you wish to access personal information held by Cheltenham Bournside School & Sixth Form Centre on yourself, or on behalf of an individual you are representing.

The parent's right of access to their child's educational records

If a student is not able to understand or exercise their own rights under the Data Protection Act 1998, for example if they are too young (once a child is 12 years old they are old enough to make a request in their own right), parents or legal representative can make a subject access request on behalf of the child. If the child is 12 years old and over you must have their permission first, and attach evidence of this to the subject access request form.

Fees

If a subject access request is for all or part of the education record, a fee can be charged by the school depending on the number of pages provided. Please see chart below for prices:

Data Protection Subject Access Fees Regulations 2000 Subject Access Fees Table

Costs for providing copies of education records

Number of Pages	Maximum Fee
Fewer than 20	£1
20 – 29	£2
30 – 39	£3
40 – 49	£4
50 – 59	£5
60 – 69	£6
70 – 79	£7
80 – 89	£8
90 – 99	£9
100 – 149	£10
150 – 199	£15
200 – 249	£20
250 – 299	£25
300 – 349	£30
350 – 399	£35
400 – 449	£40
450 – 499	£45
500 or more	£50

The fee for all other types of personal information held by a School is £10.00

Timescale

If the subject access request is for all or part of the “education record” the school must respond within 15 school days, however, if the request is made for personal information that does not include the educational record a response must be made within 40 calendar days. If a fee is required the start date is when the request and fee have been received and cleared by the school.

Identification

Once you have completed your application in writing, identification needs to be provided i.e. passport, driving license, birth certificate etc. Please provide us with as much information as possible on the request form or on a separate sheet of paper in order for us to locate your information as quick as possible.

Please send completed applications to:

Address: Business Centre
Cheltenham Bournside School & Sixth Form Centre
Warden Hill Road
Cheltenham
GL51 3EF

Email: subjectaccess@bournside.gloucs.sch.uk

If you would like more information regarding Data Protection and subject access request please visit the Information Commissioners Office website.

Please could you put a link at the bottom of this that will take people straight to the Subject Access Request form and also another link that will take them straight to our data protection policy.