



Timbertree Academy

Request for Personal Data – Third Party

Policy for responding to a Third Party Request for personal data

Scope

The policy set out in this document applies to all United Church Schools Trust (UCST) and United Learning Trust (ULT) schools and offices. The two companies (UCST and ULT) and its subsidiaries are referred to in this policy by their trading name, 'United Learning'.

Where this policy refers to 'School' or 'Head Teacher', within Central Office this should be interpreted to refer to the department where a member of staff works and their Head of Department.

As a values-led organisation our values of ambition, confidence, creativity, respect, enthusiasm and determination are key to our purpose and underpin all that we do.

This policy applies to one off requests for personal data from a person or organisation other than the data subject, where the data sharing is not covered by a data sharing agreement with the third party.

Third parties may include, but are not limited to:

- The police;
- The Home Office (for the control of immigration);
- The Local Authority;
- The Benefits Office;
- A member of the public.
- Solicitors

The Group Data Protection officer will ensure that Data Protection Leads receive training in how to handle requests for personal data made by third parties and will be available to offer advice and support.

Data Protection Leads are responsible for:

- Raising awareness and ensuring staff who may receive requests of this nature are aware of this policy and receive appropriate training with regard to responding to such requests. A notice should be available at the school reception to provide guidance;
- Determining whether there is a legal basis for providing the personal data ;
- Whether any exemptions apply;
- Keeping records of the request and the outcome of the request.

Process for responding to a Third Party Request for personal data

1. The recipient of the request must inform the Data Protection Lead (DPL) of the request.
2. The DPL will log the request on the EIP, which will notify the Data Protection Officer's team of the request.
3. Acknowledge receipt of the request.
4. Take proportionate steps to confirm the identity of the requestor.

5. Obtain enough information to determine whether there is a legal basis for providing the requested data or if there is an applicable exemption. Seek consent of the data subject if required/appropriate.
6. Record the outcome of the request.

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| Date Authorised: | 23 rd September 2019 | | Name of owner/author: | Alison Hussain |
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| Reviewed by: | | | | |
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