

## **Responding to a Request from Third Parties such as the Police and Solicitors**

School will require a formal request to be made on the organisation's headed paper. The request should be signed and dated, electronically or hard copy.

### **The following information will be required:**

Who is the person making the request?

What is their rank or role within the organisation they represent?

Name of the data subject if known (or data subjects), date of birth and address of all data subjects if known.

A summary of the information sought.

An explanation why the requester believes the school has access to such information.

Details of the issue that the information will address (if it is highly confidential or particularly sensitive the requester needs to explain why they cannot provide details).

Any timeframes or particular urgency.

Whether this information is to be shared with the data subject.

The Data Controller may need to consider on what basis was information provided to them as controller in the first place.

The Data Controller is legally responsible for taking care of personal and sensitive information about data subjects in their control.