



SEAX TRUST

GDPR: Third Party Requests for Information Procedure



GDPR: Third Party Requests for Information Procedure

Approved by the Board of Trustees &

29th January 2025

Effective Date of Adoption:

This Policy is reviewed by the GDPR Group for approval by the Board of Trustees via the Resources, Audit & Risk Committee

This template has been provided by SBM Services (uk) Ltd and is only authorised for use by those schools in contract with SBM Services (uk) Ltd. This template may not be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of SBM Services (uk) Ltd.

Copyright © 2018 All rights reserved

Policy to be reviewed every two years –

Changes with effect from Jan25:

Section	Alteration
Introduction	Reference to SET Procedures in relation to information requested by the police
Introduction	Section in relation to Covid 19's Track & Trace procedures removed.

This policy will be reviewed as required in line with changes to Data Protection Legislation

Third Party Requests for Information

Occasionally SEAX Trust schools may receive a request for information on a pupil or member of staff by a third party, such as the police or social services.

The police do occasionally ask for personal data as part of an inquiry, but they don't have the automatic right to receive information about our staff or pupils. You should not feel pressured into handing over personal information. There is a special process the police are required to follow to access personal data for certain crime-related purposes. Please refer to the SET Procedures, Section 3 (Sharing Information) for further information.

However, child protection and safeguarding can take priority over data protection. The Children Act 1989 and 2004, Education Act 1996 and 2002 all emphasise the importance of sharing information responsibly where safeguarding is an issue.

Every situation should be assessed on its individual circumstances, and a distinction must be made at this time whether the information has been requested on an emergency basis, (where there is immediate and significant risk to the life and/or limb of a person), or whether the information is required as part of a routine investigation (where there is no immediate threat of harm).

If there is any doubt, schools **must** seek further advice from the **SEAX Trust Central Team** who, in turn, will advise whether DPO or external legal advice should be sought. In safeguarding and child protection cases, advice must also be sought from the school's DSL in order to establish a full and complete understanding of the case.

Any decisions about disclosure on safeguarding requirements should be recorded. The member of staff who has disclosed the data should make a record in the pupil or staff file of the following:

- Information that has been disclosed
- Who it has been disclosed to (person, position and agency)
- Who within the school authorised the release of the data
- Date & time of the decision

A 'Third Party Request for Information' form (Appendix A) should be completed for each request which summarises this information.

Appendix A

Third Party Request for Information

This form should be completed where a third party contacts the school requesting that information is shared with them about a member of staff or a student.

Remember, the police and other agencies have processes that they need to follow in order to legitimately gain information that is protected within the Data Protection regulations. However, child protection and safeguarding take priority and if information is requested on an emergency basis where there is immediate or significant risk, information must be disclosed.

This form should be completed on receipt of an information request, with authority sought from the Data Controller.

A copy should be retained on the relevant staff or pupil file.

Date of Request:	
Time of Request:	
Person receiving request:	
Position:	

Details of Third Party

Name:	
Position:	
Agency:	
How has request been made?	Face to face <input type="checkbox"/> Telephone <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Other (please describe)

Appendix A cont/d

Details of Information Requested

Data that has been requested:	
Reason the data has been requested:	

Authorisation to Release Information

Name:	
Position:	
Date:	
Time:	
Authority to release requested information?	Yes / No
Summary of Information to be released:	

Confirmation of Information Released:

Date Information Released:	
Time Information Released:	
Method of Releasing Information:	Face to face <input type="checkbox"/> Telephone <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Other (please describe)
Person who released the information:	
Position:	
Summary of Information Released:	
Follow Up Action to be Taken:	

Contact Details

SEAX Trust

Offices at Grove House School, Sawyers Hall Lane, Brentwood CM15 9DA

Telephone: 01245 963000

Email: admin@seaxtrust.com

Website: www.seaxtrust.com