



### **Right to Erasure – Process and Protocol**

The General Data Protection Regulation (GDPR 2018) gives you the right to request for your personal information to be deleted or that of your child if under 13. This is known as the 'right to erasure'. This allows you to request data to be deleted where you no longer feel it is necessary or where you have withdrawn your consent for that data to be processed.

For your protection and the security of the data and if you are over 13 years of age, the school will need to confirm that you are the person whom the data is about, and we will require proof of your identity before we erase the data.

If you are acting on behalf of your child, the school will need proof of this, as well as proof of your identity. We will need to contact the data subject to confirm that they have authorised you to act on their behalf if they are over 13 years of age.

If you have not provided the relevant proof of identity and consent with the form, it will need to be provided before we can process your request for erasure.

If the school has legitimate processing grounds or is subject to a legal obligation, we may be unable to comply with your request for erasure. We will let you know if this is the case, as well as any reasons why we are unable to comply with your request.

If you would like to request the personal data that the school holds about you or your child to be erased, please complete a 'Right to Erasure' form. This form can be found on our website. Please ensure that requests made are sent to The Headteacher, Markeaton Primary School. The request will be processed usually within one calendar month. However, in some circumstances, for example the school is closed for holidays, this may be extended by up to another calendar month.

Exemptions to erasure exist and may include:

- Education, Health, Social Work records
- Examination marks and scripts
- Safeguarding records
- Special educational needs
- Parental records and reports
- Legal advice and proceedings
- Adoption and Court records and/or reports
- Regulatory activity and official requests e.g. DfE statistical information
- National security, Crime and taxation
- Journalism, literature and art
- Research history, and statistics
- Confidential references