

Coleraine Grammar School



Protocol for Freedom of Information Requests and Subject Access Requests

Coleraine Grammar School is the data controller of the personal information we hold about our pupils, parents/families/carers/legal guardians and staff. This means that we are responsible for deciding how we hold and use the personal information which we collect.

The school will process requests for information in accordance with the Freedom of Information Act 2000, UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Freedom of Information requests and Subject Access Requests will be handled in line with guidance issued by the Information Commissioner's Office (ICO).

The school will normally respond to

- Freedom of Information requests within 20 working days
- Subject Access Requests within one calendar month.

Requests will normally be processed free of charge. However, the school may apply a reasonable fee where a request is manifestly unfounded or excessive, or where additional copies of information are requested, in accordance with ICO guidance.

Approved - March 2026

Next Review - March 2027