







DATA REQUEST TYPES

Type of Request	Data Subject Access	Education Record	Freedom of Information
WHICH LAW?	Data Protection Act 2018/UK GDPR	The Education (Pupil Information) Regulations 2005	Freedom of Information Act 2000
Do you have to respond?		Only maintained and special schools have to respond	
What is the request for?	Personal Data	Pupil Record	Any recorded information held by public authorities
Who can make the request?	Anyone, examples include a pupil, parent or guardian, employee, a solicitor acting on behalf of someone	A parent	Any individual or organisation
Who can it be made to?	An employee of any organisation	Any employee of a maintained school	Any employee of a public authority
How long do you have to respond?	One calendar month (including holidays)	15 school days	20 school days
Does it have to be in writing?			
Can you charge?	Usually not, but there are some limited cases		You can charge for certain communication costs (photocopying, posting and printing)
What is the scope of data?	All data held	Formal file: grades, attendance, behaviour logs	Information held in a recorded format