Winter 2021 Bulletin

SUBJECT ACCESS REQUESTS (SAR)

A Subject Access Request is a request from a data subject (usually a parent) to be provided with a copy of the personal data being held by the organisation. It's crucial that all employees are aware of what a Subject Access Request (SAR) is and the importance of immediately passing such requests to the relevant member of staff (usually the School Business Manager) - time is of the essence!

If you think an individual is asking for their personal data, pass this information onto the DPO or speak to your organisations member of staff who has an overview of Data Protection.

IF YOU GET IT WRONG!

The Information Commissioner's Office (ICO) will look to instigate prosecutions of organisations who fail to comply with the SAR procedures.

PHISHING

We have recently supported an organisation whose staff were sent several convincing phishing type emails, causing quite a few issues.

SOME TELL-TALE SIGNS OF A PHISHING EMAIL INCLUDE:

- Too good to be true offers
- Unusual sender
- Poor spelling and grammar
- Threats of account shutdown, particularly conveying a sense of urgency
- Links, especially when the destination URL is different than it appears in the email content
- Unexpected attachments, especially .exe files

WHAT TO DO IF YOU ARE NOT SURE IF AN E-MAIL IS OFFICIAL.

Never follow any links in an e-mail. Instead of following the link in the e-mail, visit the page by manually typing the address of the company.

Never send any personal information through e-mail. If a company is requesting personal information about your account or are saying your account is invalid, visit the web page and log into the account as you normally would.

Contact your IT provider and your DPO.

USEFUL LINKS

https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/
www.wntai.co.uk
www.protecttogether.co.uk

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