
I. PURPOSE

This policy establishes the policies and procedures Athlos Academy of Utah will follow when handling requests to view private data.

II. POLICY**A. Requesting Data:**

1. Private data may be accessed by the data subject and his/her parent/guardian(s) if the data subject is a minor, Athlos Academy of Utah staff, and others as permitted by law or court order.
2. A request for private data shall:
 - a. Be made in writing (via mail, email, or fax) using the contact information found in section III of this policy;
 - b. Include the person's name, address, phone number, student's name, student identification number (SID), relationship to the student, items requested for review, and reason for making the request
3. A data subject or his/her parent/guardian(s), if a minor, may challenge the accuracy and/or completeness of public and private data held by Athlos Academy of Utah.

B. Responding to Requests for Data:

1. If it is not clear what data is being requested, Athlos Academy of Utah will make all reasonable efforts to clarify what is being requested.
2. The Data Steward or designee shall require proof of identity and relationship to the student before access to records is granted.
3. Requests for access to any secure materials maintained by Athlos Academy of Utah shall require a signed security/confidentiality agreement prior to inspection.
4. Upon receiving a proper request for access to inspect and review any personally identifiable data by a data subject or his/her parent/guardian(s), Athlos Academy of Utah shall respond to the request without unnecessary delay and no more than 45 days after the right to access is established by proof of identity and a signed security/confidentiality agreement is received, if requesting secure materials.
5. If any record includes data on more than one student, a parent/guardian shall be allowed to inspect and review only those records relevant to his/her child.

6. Parent/Guardian(s) shall be provided a response to reasonable requests for explanation or interpretation of data.

III. DATA PRACTICES CONTACTS

Data Steward

Esther Thompson

12309 South Mustang Trail Way, Herriman, UT 84096

801-438-4619

ethompson@athlosutah.org

Legal References: