

September 2018

Subject Access Request Procedure

A subject access request is a request by an individual to have access to the personal data that an organisation holds about him/her.

Under the General Data Protection Regulation (GDPR), Data Subjects have the right to obtain from Data Controllers confirmation as to whether personal data concerning him/her are being processed and have access to that personal data. The University is a Data Controller and therefore requests for access to personal data can be made by individuals who have a relationship with the University or who believe the University holds personal data about them.

Providing access to the data held about individuals, allows them to see what information is held about them and to verify the accuracy and lawfulness of processing of that data.

Lawfulness of processing by the University

The University processes personal data on the lawful bases set out in Article 6 of the GDPR. The following bases are relied upon by the University in carrying out its fcemtirson as a [D)-4(ata C)9(o)-5(n)3(tr)10(o)-5(II)

Content of the University's response

The University can provide the following information to you following your request. It is important

lodge a complaint with the Data Protection Officer by emailing dpo@harper-adams.ac.uk

If your complaint is not satisfied, you may contact the <u>Information Commissioner</u> who is officially appointed to consider such complaints.

(See below for Subject Access Request Form)

Subject Access Request Form

This form is to be completed in full in order to request access to personal data or special category data that the University holds about you. For full details of the information that the University is

If the University is unable to satisfy itself as to your identity from the document supplied, we will contact you as soon as possible.

Part C Fee

The University does not charge a fee for provision of information supplied under a Subject Access Request (as provided in Article 15 of the GDPR). However, the University is entitled to charge a reasonable fee based on administrative costs for the provision of further copies of the information provided under this request, if such further copies are requested. The University may also charge a reasonable fee where it believes a request is manifestly unfounded, excessive or repetitive.

Part D Declaration

I certify that I am the Data Subject named in Part A of this document and that the information provided is true and accurate to the best of my knowledge. I hereby request under the provisions of Article 15 of the General Data Protection Regulation that Harper Adams University provides me with a copy of my personal data and special category data that it processes. I understand that it is necessary for the University to establish my identity in order to provide this information. I enclose a copy of my photographic identity document.

Sgned:

Date:

Please return this form along with a copy of your photographic identity document to the Data Protection Officer at document to the Data

Alternatively, this form and a copy of the identity document can be posted to the Data Protection Officer:

FAO Data Protection Officer, Harper Adams University, Newport, Shropshire, TF10 8NB.