

# Data Subject Access Request

Under data protection legislation an individual (data subject) has the right, subject to certain exemptions, to access the personal information that an organisation holds about them. Accessing personal data in this way is known as making a data subject access request.

If a data subject would like a copy of the information held on them, they should write to the College Data Protection Lead at Homerton College, Cambridge CB2 8PH, or dataprotection@homerton.cam.ac.uk. They may apply to access their data in writing in any way they choose. The Data Subject Access Request Form attached can be used for this purpose.

Before we can act on a request, we must:

* be sure of the data subject’s identity
* be supplied with information from the data subject in order to locate the information they seek

The data subject is entitled to:

* be informed whether their personal data is being processed by Homerton College
* have the information constituting the personal data communicated to them in a permanent form (usually, this means paper copies)
* be given a summary of the sources, recipients and purposes of the processing

On receipt of the completed request, verification of their identity, and sufficient details to enable us to locate the information, the requested information will be provided within 30 calendar days. The information will be supplied subject to any applicable exemptions. The data will be provided as of the date of receipt of the request. If there is any reason for delay, that will be communicated within the 30 days’ time period. A request which is manifestly unfounded or excessive may be refused. The person concerned will then be informed of their right to contest this decision with the supervisory authority (the ICO).

If a data subject believes that any information held on them is incorrect or incomplete, or if they have any reason to believe that the Homerton College has not dealt correctly with the request, please contact data.protection@admin.cam.ac.uk. If they are still not satisfied, they should contact the [Information Commissioner's Office](https://ico.org.uk/) at https://ico.org.uk/concerns/

Subject access requests are different to [requests submitted under FOI legislation](https://www.information-compliance.admin.cam.ac.uk/foi/request), which relate to information about the organisation itself.

**Right to be forgotten**

Homerton College recognises the right to erasure, also known as the right to be forgotten, laid down in the GDPR. Individuals should contact the College Data Protection Lead with requests for the deletion or removal of personal data. These will be acted on provided there is no compelling reason for continued processing and that the exemptions set out in the GDPR do not apply. These exemptions include where the personal data is processed for the exercise or defense of legal claims and to comply with a legal obligation for the performance of a public interest task or exercise of official authority.



**Data Subject Access Request Form**

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return the form by post or email to the College Data Protection Lead at dataprotection@homerton.cam.ac.uk .

**Part A. Your request**

|  |  |
| --- | --- |
| **Title:** |  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Other name by which you have been known, if applicable:** |  |
| **Relationship to Homerton College:** |  |

|  |
| --- |
| Please provide a description of your request, and any further information which will enable us to locate your personal data (continue overleaf if necessary). |

**Part B. Proof of identity**

The GDPR requires the College to satisfy itself as to the identity of the person making the request. Please send a photocopy of one form of identification containing a photograph (e.g. University Card, Passport, Photocard Driving License) to the Data Protection Officer, email: dataprotection@homerton.cam.ac.uk. If the supply of this documentation is problematic please contact us to discuss alternative proof of identity arrangements. If the College is unable to satisfy itself as to your identity from the documentation you send us, we will contact you as soon as possible.

**Part C. Declaration**

I am the Data Subject named in Part A of this document, and hereby request, Homerton College provides me with copies of my personal data as described in Part A. I have provided my proof of identity.

Signature: …………………………………………………………………………

Date: ………………………………………………………...................................