

SUBJECT ACCESS REQUEST PROCEDURE

The Data Protection Act 1998 (DPA) entitles individuals to request access to any personal data that the University is holding about them. This is known as a 'Subject Access Request' (SAR). This information explains the process for obtaining your personal data.

The Process

All SARs must be made in writing to the University's Records Manager at the address below. The request form can be used and will help to ensure that we have all the information required to deal with your request. Once we receive your request we may wish to confirm your identity and charge a fee (the fee is currently £10 but may be waived or reduced depending upon the information requested). In order to locate the correct information within the University, we may need to ask you to provide more information regarding what you require.

The information provided in response to your request will be that which the University holds (subject to any exemptions) at the time we received your request. The Act does allow routine updating and maintenance of the data to continue between the date on which the request is received and the date when the reply is dispatched. This means that the information provided may differ from that which was held at the time your request was received, but only as a result of normal processing.

We may contact third parties mentioned within the file in order to obtain consent to disclose the information. Where consent cannot be obtained or is denied we will consider the reasons and the University's duty of care to both parties as specified in the DPA in order to decide whether or not to disclose the information. All requests will be dealt with within 40 calendar days of the receipt of payment. The information will be dispatched to you as soon as the above process is complete.

If you have any enquiries about this please contact us, dataprotection@exeter.ac.uk, tel: 01392 263033

If you require more information about the Data Protection Act 1998, or are unhappy with the way the University has dealt with your request please contact:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF
www.informationcommissioner.gov.uk