

Data Protection Act 1998 Subject Access Request Process

The Data Protection Act 2018 (DPA) entitles individuals to request access to any personal data that an organisations may hold about them - which of course includes Falmouth University (Falmouth). This is known as a **Subject Access Request or SAR**. The process that should be followed when requesting personal information from Falmouth is explained below and is applicable to staff and students.

The Process

All SARs must be made in writing, including via email/online to Falmouth's Information Governance Officer. A request form is available which 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 (see below). In order to locate the correct information within Falmouth to satisfy your request, we may need to ask you to provide more information.

The information provided in response to your request will be that which Falmouth 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 therequest is received and the date when the reply is provided. 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 data held in order to obtain consent to disclose the information. Falmouth has a duty of care under the DPA to protect the information of both parties and where consent cannot be obtained from or is denied by a third party we will consider the reasons in order to decide whether or not to disclose the information.

All requests will usually be dealt with within 30 calendar days. The information will be provided to you as soon as the above process is complete. It is provided to you electronically by a secure link, unless otherwise requested.

Fees

Currently Falmouth does not charge for requests.

Contact Details

Information Governance Officer
ig@falmouth.ac.uk

If you require more information about the Data Protection Act 2018, or are unhappy with the way Falmouth University has dealt with your request please contact:

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