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Queen Elizabeth Sixth Form College Subject Access Request Policy

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Committee: Board of the College Corporation
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In line with current data protection legislation an individual has the right to access and receive a copy of their own personal data processed by Queen Elizabeth Sixth Form College or to authorise someone to act on their behalf. This is known as a Subject Access Request (SAR).

In order to obtain access to personal data, a SAR can be submitted verbally or in writing to the Data Protection Officer (DPO).

Data Protection Officer
Queen Elizabeth Sixth Form College Vane Terrace
Darlington
DL3 7AU

Proof of identity will be requested prior to personal data being disclosed and where a request has been made by a representative on behalf of the individual, proof of authority will be sought.

Upon receipt of a SAR, the DPO will provide the information requested within one month (30 days). If the request is particularly complex or numerous, the time period for providing the information may be extended by a further two months. Where this is the case they will be informed within one month of the receipt of the request and the college will explain why the extension is necessary.

Some information within requests may contain personal data related to other individuals (third parties). The request may therefore lead to a conflict of interest between the rights to this information and the third party's rights regarding their own personal information. In order to ensure that the data of third parties is not compromised, the college will redact or edit information so that third parties' data does not form part of the requested information.



Where a request is manifestly unfounded or excessive, the college holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning

behind it, as well as their right to complain to the Information Commissioner's Office (ICO) and to a judicial remedy, within one month of the refusal.

In the event that a large quantity of information is being processed about an individual, the college will ask the individual to specify the information the request is in relation to.

When the college refuse a request, we will tell the individual why, and tell them they have the right to complain to the (ICO).

In accordance with current data protection legislation Queen Elizabeth Sixth Form College will fulfil all SAR's free of charge.

