



Subject Requests to Access, Update, Correct, Delete or challenge data.

Revision Date: September 2021

Data controller

Heart of Worcestershire College

Address: Peakman Campus, Peakman Street, Redditch, Worcestershire B98 8DW

Web: www.howcollege.ac.uk

Email: dataprotection@howcollege.ac.uk

Purpose of the Document

This document summarises your rights under GDPR and the Data Protection Act 2018 and provides a form which may be used to make a request for yourself, or on behalf of someone else, providing that person has agreed to the request.

Summary of your rights

Data subjects have the following rights under GDPR:

- 1 To view personal data held by the college and access it in a common electronic format
- 2 To request erasure of data where it is held by consent, or is held beyond its retention date.
- 3 To request update or correction of data where necessary
- 4 To request details of the lawful reason for processing the subject's personal data
- 5 To challenge the lawful reasons for processing data or to request restriction on processing
- 6 To request not to be subject to automated decision making.

1 Subject Access Request (GDPR)

Under the GDPR, you have the right to obtain confirmation that your data is being processed, access to your personal data, and other supplementary information, such as how long we will retain the data. If the only legal reason for us to hold data is through your consent (e.g. for marketing), you have a right to remove consent. You can also request errors to be corrected.

The GDPR states that individuals are given access their personal data so that they are aware of, and can verify the lawfulness of the processing.

Normally this is free of charge. However we may charge a reasonable fee to comply with requests for further copies of the same information. Where requests are manifestly unfounded or excessive,

in particular because they are repetitive, we can charge a reasonable fee taking into account the administrative costs of providing the information or refuse to respond.

We must provide you with the information within one month of receipt. We will be able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of the receipt of the request and explain why the extension is necessary.

If we refuse to respond to a request, we will explain why, informing you of your right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

We must verify the identity of the person making the request.

If you make the request electronically, we will try and provide the information in a commonly used electronic format, and send it you in a secure way.

Please check the information you are requesting is not already available to you, e.g. by logging onto your student portal or staff portal.

We cannot provide information that compromises the rights of others, e.g. if it reveals the personal data of other students or staff.

We will ask you to specify the nature of information you require. If you do not, and we hold a lot of information, it is possible that we may consider the request to be complex, and require further time, or possibly consider it excessive.

You may make a request by completing the form below and emailing it to dataprotection@howcollege.ac.uk or by posting it to PA of the college principal. If the request is on behalf of someone else, we will only accept a paper copy, with a signed authority from the subject. If sent electronically, we will only carry out the request if we can confirm your identity.

If you have any questions, please contact dataprotection@howcollege.ac.uk, or phone the college reception.

2 To request erasure of data

You may request deletion or anonymisation of data where either the data has been obtained by consent, and you choose to revoke that consent, or if the data no longer has a lawful reason to be retained. Please use the form below to identify the data that you wish to be erased or anonymised

3 To request that your data is updated or corrected.

A data subject may request that their personal data is updated (e.g. when their address has changed) or corrected where errors exist. Please use the form below to make this request

4 To request details of the lawful reason for processing data

A data subject may request details of the lawful basis on which the college is processing their personal data.

5 To challenge the lawful basis for collecting or processing data or to restrict processing

The College may continue to process the data if it maintains that it has a lawful basis. The data subject has a right to challenge this with the ICO (Information commissioner's Office) if they are not satisfied with the outcome.

6 To request not to be subject to automated decision making

We do not currently make automated decisions.

Data Subject Request Form

Section 1 – To be completed by all data subjects - Details of the person who is the subject of the Request

Full Name	Current address
Daytime telephone number	Date of Birth
Student Enrolment Number (If Known/Applicable)	
Please describe your connection or relationship to the College (e.g. student, parent)	

Section 2 Complete this section only if you are making the request on behalf of the person described in section (1) above. If you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so.

Full Name	Current address
Daytime telephone number	
Please describe your relationship to the person who is the subject of the Access request.	
Why are you making a request on behalf of the data subject?	

Section 3 – Complete this section if you are requesting access to personal data

Please indicate the nature of the information sought, e.g. contact details, attendance details, health details, course details, exam results etc.

Section 4 Complete this section if you are requesting erasure of data. Note that we will only delete data that was given by consent, or that is outside of the published legal retention period

Please indicate the nature of the information you wish to be deleted, e.g. contact details, attendance details, health details, course details, exam results etc.

Section 5 Complete this section if you require the college to update data, or correct data which is not correct.

Please give details of the data which needs to be changed, and the corrected/revised details

Section 6 Please complete if you want to challenge the lawful reason for collecting or processing personal data or a request to limit processing

Please as describe as clearly as possible the nature of the data collected or processed, and the reasons you believe it to be collected or processed without a lawful basis, or the data on which you wish to have processing restricted.

Section 7 Declaration that you are the person stated above

Declaration: By signing below I confirm that I am the person stated above, and that I believe that all details given on this form are, to the best of my knowledge, correct.

Signature

Date

When complete, please return this form to the Data Protection Officer at Heart of Worcestershire College.