

Data Subject Access Requests (SAR) Procedure

The UK General Data Protection Regulation (UK GDPR) gives you the right to find out what information an organisation stores/holds about you. A Subject Access Request (SAR) gives an individual the right to find out what personal data an organisation holds about them, why it is held, and with whom it is shared.

1. Right to Access

Data Subjects have the right to receive copy of their Personal Data which is held by the University. In addition, an individual is entitled to receive further information about the University's processing of their Personal Data as follows:

1. the purposes
2. the categories of Personal Data being processed
3. recipients/categories of recipient
4. retention periods
5. information about their rights
6. the right to complain to the ICO,
7. details of the relevant safeguards where Personal Data is transferred outside the EEA
8. any third-party source of the Personal Data

2. Data Subject Access Request (SAR) Procedure

Data Subjects submitting a request for information must follow this Procedure:

- a. Make a request in writing, using the form attached at Annex A, to the Information Compliance team at compliance@lincoln.ac.uk;
- b. The request should include documents confirming the identity of the Data Subject such as a driving licence, passport, staff/student ID card etc. If sufficient ID is not submitted with the original request, the Information Compliance team will request this identification. If you do not provide this information and the team cannot verify your identity, the request will be closed after 30 days; and
- c. The request should provide detail about the information the Data Subject wishes to receive, including where and whom the information is believed to be held by. These details allow for efficient location and retrieval of the information requested.

The University is not required, in response to a subject access request, to disclose information about another individual who can be identified from that information, except where the other individual has consented to the disclosure or it is reasonable in all of the circumstances to disclose this information without that individual's consent. Data Subjects are only entitled to request access to their own personal data, any third party personal data will be removed.

Any queries about requests should be directed to the Information Compliance team at compliance@lincoln.ac.uk.

3. Dealing with Requests

Once the University receives a request, the Information Compliance team will issue a response within one month of receipt. If, however, the request is complex or numerous, an extension by a further two months could be made.

Should an extension be required, the Data Subject will be notified of the extension and the reasons as to why it is required, within one month of receipt of the request.

The University will provide a copy of the information in response to a request free of charge.

Should a request be manifestly unfounded or excessive, particularly because it is repetitive, a reasonable fee can be charged. A reasonable fee may also be charged for further copies of the same information but not all subsequent requests.

4. Refusing a Request

If a request is manifestly unfounded or excessive, particularly where it is repetitive, then the request can be refused.

Should a request be refused, the Data Subject will be informed of the reasons why it is refused and will be informed of their right to complain to the Regulatory Authority and to a judicial remedy, within one month of receipt of the request.

Data Subject Access Requests (SAR) Procedure Flowchart

