



Data Protection Policy  
**Appendix**  
**Subject Access Request Protocol**

**What is a Subject Access Request?**

The Information Commissioner Office (ICO) defines this as *'...gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why you are using their data, and check you are doing it lawfully.'*

Individuals have the right to obtain the following information:

- confirmation that you are processing their personal data;
- a copy of their personal data; and
- other supplementary information – corresponding with information identified in our Privacy Policy

Further to this a data subject has the right to

- Rectification of their data
- Erasure of their data
- Restrict processing of their data
- Obtain copies of their data

For the ease of the data subject, Beds SU manages all requests related to the data subject right above in one simply process.

**Making a Data Subject Request**

Beds SU will be it best to respond to all enquiries regarding data access at soon as possible and within most case this will be done within one month (Beds SU retains the right to respond within two months where request are more complex) .

All data subject request and enquiries should be made in writing to the Data Protection Champion via an email to [help@bedssu.co.uk](mailto:help@bedssu.co.uk)

The Data Protection champion will review the request and where further information or security measures are required there data subject may be asked to complete a Data Subject Request Form available at [www.bedssu.co.uk/dsr](http://www.bedssu.co.uk/dsr)

The data subject will need to provide satisfactory proof of your identity before a Data Subject Request can be carried out