

Heythrop College Procedure for Subject Access Requests

Individuals wishing to access their personal information should submit a request in accordance with the following notes:

1. Make your request, in writing, to the Data Protection Officer (see below for contact details).
2. The request should include details and provide documented evidence of who you are (e.g. copies of driving licence, passport, birth certificate). You should also provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required etc).
3. You are not required to state why you wish to access the information: the details we require are merely those that will aid the efficient location and retrieval of information.
4. The College adopts a general policy of openness in terms of allowing individuals access to their personal information but reserves the right to charge a £10 administration fee.
5. Once the Data Protection Officer receives a Subject Access Request, all efforts will be made to fully comply within 40 days. In any event, you will receive all the information that has been located and can be released within 40 days and an explanation for any information that cannot be provided at that time.
6. In accordance with the Data Protection Act 1998, the College does not usually release information held about individuals without their consent. Therefore if information held about you also contains information related to a third party, the College will make every effort to anonymise the information. If this is not possible, and the College has been unable to secure the relevant consent, the College may decide not to release the information.

All queries should be directed to the College's Data Protection Officer in the first instance.

Contact Details of Data Protection Officer:

Director of Administration
Heythrop College, University of London
Kensington Square
London W8 5HQ