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| Version No: | 1.2 | Prepared by: | DPO | Last review: | 03/24 |
| Effective date: | 03/24 |  |  | Next review: | 03/26 |

1. **About**

The UK General Data Protection Regulation (UK GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you, or to authorise someone to act on your behalf. Please complete the forms below if you wish to receive your data. You will also need to provide proof of your identity. Under normal circumstances, your request will be processed within 30 calendar days upon receipt of the fully completed forms and proof of identity.

1. **Proof of Identity**

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

1. **Administration Fee**

St Antony’s College’s policy is not to charge for Subject Access Requests, unless it is manifestly unfounded or excessive, particularly if it is repetitive. You will be informed if this is the case, on receipt of the forms.

1. **Due Process**

Upon receipt, the request will be recorded in a log and kept for two years.

When the request is verified, if additional information is required, or if the request requires clarification, or if the SAR returns no data, the requestor and/or agent will be informed.

The DPO will compile resulting information into an encrypted ZIP file to be emailed or otherwise provided electronically. The decryption password will be disclosed via a separate medium.

St Antony’s College will delete the file after 30 days of being made available.

1. **Exempt Information**

**Third Party Personal Information**

Under UK GDPR, Data Controllers may not disclose information to the extent that doing so involves disclosing information relating to another individual who can be identified from the information. See schedule 2, section 15 part 3, 16 (1)( Restriction based on Article 23(1): protection of rights of others).

**Employment References**

References provided and received during pre-employment assessment are exempt from release. See schedule 2, Section 15, part 4, 24 (a) of the Data Protection Act 2018 (Restrictions based on Article 23(1): restrictions of rules in Articles 13 to 15).

**Examination Marks/Manuscripts**

Exam scripts and assessments are exempt from release under Subject Access (schedule 2, Section 15, part 4, 25 (1) of the Data Protection Act 2018 (Restrictions based on Article 23(1): restrictions of rules in Articles 13 to 15). We encourage individuals seeking feedback on examination to liaise with the relevant tutor and follow advertised feedback processes.

1. **Search Criteria**

Where data subjects are interested in specific information, this should be highlighted in the relevant ‘Details’ section. The Data Protection Act requires Data Controllers to make ‘reasonable’ but not necessarily ‘forensic’ or ‘disproportionate’ effort to locate information. To maximise the likelihood of finding specific information, it is suggested data subjects provide specific details of the information they seek, ideally relevant date ranges, and/or persons/roles such that the College can apply maximum focus to these areas.

**Please see forms overleaf. All requestors should complete *either* Form 1 or Form 2, and should also complete Form 3.**

**Forms must be returned to** **dpo@sant.ox.ac.uk**

**Form 1**

**If you are the data subject**, please complete this section by filling in your details (the data subject). If you are NOT the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and then complete Form 3.

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| **Title:** Mx □ Mr □ Mrs □ Ms □ Miss □ Other □ (please state) |
| **Surname/Last Name/Family Name** |
| **Date of birth** |
| **Address****Post Code** |
| **Previous Address (within the last three years)****Post Code** |
| **Daytime telephone number(s)** |
| **Preferred method of receipt for data:**Online: please supply an email address below □To my current address as above □ |
| I am enclosing the following copies as proof of identity (**you must supply at least two items from this list**):Birth certificate □ Driving licence □ Passport □ An official letter to my address □*If none of these are available please email* *dpo@sant.ox.ac.uk* *for advice* |
| If you only want to know what information is held in specific records please indicate in the ‘Details’ box below. Please let us know in what capacity your involvement in the College is/was based, such as student, staff, Fellow, member of Common Room, visitor, etc. |
| **Details:** |

**Form 2**

Please complete this form if you are acting on behalf of the data subject. Otherwise please continue to form 3.

If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf. Please complete this form on behalf of the data subject and separately submit evidence of your own identity.

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| --- |
| **Title:** Mx □ Mr □ Mrs □ Ms □ Miss □ Other □ (please state) |
| **Surname/Last Name/Family Name** |
| **Date of birth** |
| **Address****Post Code:** |
| **Previous Address (within the last three years)****Post Code:** |
| **Daytime telephone number(s):** |
| **Preferred method of receipt for data:**Online: please supply an email address below □To my address as above □ |
| I am enclosing the following copies as proof of identity (**you must supply at least two items from this list**):Birth certificate □ Driving licence □ Passport □ An official letter to my address □*If none of these are available please email* *dpo@sant.ox.ac.uk* *for advice* |
| **What is your relationship to the data subject? (e.g. parent, carer, legal representative)** |
| **I am enclosing the following copies as proof of legal authorization to act on behalf of the data subject:**Letter of authority □ Lasting or Enduring Power of Attorney □ Evidence of parental responsibility □Other (give details): |
| **Personal Information**If you only want to know the information in specific records please indicate in the “Details” box below. Please let us know in what capacity the Data Subjects involvement in the College is/was based, such as student, staff, visitor etc. Please ensure you have read the ‘search criteria’ notes on page 2.Details: |

**Form 3**

**All requestors please complete this section**

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| **Data Subject Declaration:****I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that St Antony’s College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.** |
| **Name:** |
| **Signature:** |  **Date:** |
| **Authorised person – Declaration (if applicable):****I confirm that I am legally authorised to act on behalf of the data subject. I understand that St Antony’s College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.** |
| **Name:** |
| **Signature:** |  **Date:** |

**INTERNAL USE ONLY**

**SAR ID Number \_\_\_\_\_\_\_\_\_\_\_\_**