

## Data Subject Access Request Procedure

### 1. Scope of the Procedure

#### 1.1 Purpose of the Procedure

Compliance with this procedure is required to ensure the University's compliance with data protection law and particularly the General Data Protection Regulation (EU) 2016/679, which gives data subjects the right of access to their personal data. Failure to comply with this legislation can result in financial penalties being levied against the University.

This procedure should be read in conjunction with the University's Data Protection Policy.

#### 1.2 What is covered by the Procedure

This procedure must be followed where a data subject asks for copies of their own personal data.

#### 1.3 Who is covered by the Procedure

All those who access personal data held by the University, including staff, must familiarise themselves with this procedure and comply with it when in receipt of a request for a data subject's own personal data. Requests for a third party's personal data are dealt with under the Freedom of Information Act 2000 and should be referred to the Compliance Officer.

Failure to comply with the procedure will be dealt with in accordance with the Data Protection Policy and may involve disciplinary action.

### 2. Detailed Procedures Statement

2.1 Any request by a data subject for their own personal data that arrives in an area other than Legal Services must be referred immediately to the Compliance Officer ([dp\\_officer@aston.ac.uk](mailto:dp_officer@aston.ac.uk)), who will log the request. Colleagues should contact the Compliance Officer where a data subject does not formally state that a communication is a request for personal data and they are unsure as to whether referral to the Compliance Officer is required.

2.2 Where the identity of the person making the request is in doubt, they may be asked to provide proof of identity for example, passport or driving licence. This must be done without undue delay and within one month of the original request.

2.3 The Compliance Officer will contact the relevant University data processor to obtain copies of any personal data that is held.

2.4 The Compliance Officer will review the data and make any redactions necessary to protect the data protection rights of third parties and any other redactions that may be necessary and permissible under the legislation.

2.5 Where a large amount of data is held, the Compliance Officer may ask the data subject to narrow that request.

2.6 The Compliance Officer will confirm to the data subject that their data is being processed and will also notify the data subject either (a) that their request is being actioned, or (b) that the request cannot be met, with reasons. The data subject will be informed of their right to make

a complaint to the Information Commissioner's Office or another supervisory authority and their ability to seek to enforce their rights through a judicial remedy.

2.7 The Compliance Officer may, with the approval of the Head of Legal Services, decide to treat the request as manifestly unfounded or excessive and to either (a) request a reasonable fee to deal with the request, or (b) refuse to deal with the request. In either case this decision will be communicated to the data subject, with reasons. The data subject will be informed without undue delay and within one month of receipt of their request.

2.8 All communications and decisions will be logged by the Compliance Officer.

### 3. **Version Control**

Reference Number	Version Letter	Executive Sponsor	Officer Responsible for Policy/ Procedures	Consultation Process	Date of Approval and Committee and/or Executive Officer	Effective Date
SARP001	1	Chief Financial Officer	Head of Legal Services	GDPR Working Party	30 April 2018	24 May 2018