

Maryvale Institute

Subject Access Requests (and other Data Protection related requests)

1. The rights of data subjects in relation to Data Protection and the General Data Protection Regulation (2018) are set out in the Maryvale Privacy Statement available on the website. You may exercise these rights by writing to the Institute's Data Officer, a form is available on the website to facilitate this *the Data Protection Request form*. If not using the form, it would help to identify your request if you mention somewhere in your communication Subject Access Request (SAR), or Data Protection.
2. To handle such a request we need some basic information and proof of ID.
3. Requests may only be submitted in relation to data about you as an individual, you may not request data, or changes to data, about anyone other than yourself. The only exception to this is if, due to incapacity, you give someone permission to request data or changes to data on your behalf. In this case verifiable proof of such permission must be provided.

4. Information required:

- Name (we will also need the name under which you studied if it differs from the one you now use)
- Address
- Telephone and email contact details,
- Date of birth – which helps to identify the correct person if we have more than one person with the same name on our records;
- Student ID number, if you have it.

5. Proof of identity

In order to prevent a response to anyone other than the data subject we require a copy (photocopy, scan or photograph) of an official document confirming your identity and confirmation of your current address (one from List A and one from List B below). If you are making a request on behalf of someone else, we require this proof of identity for **them**. Please do not send original documents.

List A (provide one from below)

Passport/travel document
Photo driving license
National identity card
Birth certificate

List B (plus one from below)

Utility bill showing current home address
Bank statement
Building society statement/book

6. Send your request and proof of identity to the Data Officer at dataofficer@maryvale.ac.uk or by post to Data Officer, Maryvale Institute, Old Oscott Hill, Kingstanding, Birmingham, B44 9AG. You will receive confirmation when these items are received by the Data Officer.
7. The Data Officer may also need to contact you for confirmation or clarification of the request and, if it is a Subject Access Request (SAR), to agree a secure method to transmit your personal data to you.
8. When the Data Officer has your request and proof of your identity, changes will be actioned within two weeks. In the case of a SAR, the process to provide you with information can take up to one month (the legislative time allowed unless the request is complex in which case more time may be needed).