



Your personal data rights

Data protection legislation¹ gives you a number of rights in relation to your personal data. Information about each of the rights is provided below.

1. Right to information

One of the important data protection principles is transparency and you have the right to be informed about how the College collects and uses your personal data. The College provides this information in its [Privacy Notices](#).

2. Right to access

You have a right to access and in some cases to have copies of, your personal data held by the College. This is often known as a (data) subject access request. This enables you to find out how and why the College is using your personal data. More detailed information about how to make a data subject access request is set out in [How to make a data subject access request](#).

3. Right to rectification

You have a right to ask the College to rectify any inaccuracies in the personal data held about you or, if the personal data is incomplete, to ensure that the data is completed. Any such request can be made in writing or verbally and the College has one calendar month to respond to the request. Please contact the Data Protection Officer in the first instance data.protection@regents.ox.ac.uk.

4. Right to erasure

The data protection legislation includes a new right for you to have personal data erased; also known as the right to be forgotten. The right is not an absolute one and only applies in certain circumstances. For example, an individual can ask for personal data to be erased where it is no longer necessary for the purpose it was originally provided, or processing was on the basis of consent which is then withdrawn.

A request to erase data can be made in writing or verbally and the College has one calendar month to respond to the request. Please contact the Data Protection Officer in the first instance data.protection@regents.ox.ac.uk.

5. Right to restrict processing

¹ This includes the General Data Protection Regulation (GDPR) 2018, Data Protection Act 2018 as well as the Privacy and Electronic Communications Regulations 2003

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You have the right to request the restriction or suppression of your personal data, either in writing or verbally. This means that you can ask the College to limit the way that it uses your personal data, but only in certain circumstances. For example, if you think that the data held is inaccurate or you object to the basis for processing, you can ask that any processing is restricted whilst the data is verified or the matter is considered. The College has one calendar month to respond to the request. Please contact the Data Protection Officer in the first instance data.protection@regents.ox.ac.uk.

6. Right to data portability

The right to data portability allows you to receive a copy of your personal data in a structured, commonly used and machine readable format, if it is stored in this way. You can also request that the College transmits the data directly to another College or organisation. This right only relates to personal data that you have provided to the College and which is processed by automated means (i.e. excluding paper files).

7. Right to object

You have a right to object to the processing of your personal data in certain circumstances. Where personal data is used for direct marketing, this is an absolute right. But in other cases, it depends on the purpose for processing and the lawful basis that the College is relying on.

Further information about your rights under the GDPR and Data Protection Act 2018 can be found on the [ICO's website](https://ico.org.uk) and the College's Data Protection Officer can also be contacted at data.protection@regents.ox.ac.uk for further information.

How to make a subject access request

You, or someone acting on your behalf, can make a (data) subject access request to the College either in writing or verbally. Before submitting a request, it may help to read the guidance on [requesting personal data](#) from the Information Commissioner's Office.

When you are ready to submit your request, remember to include:

- A clear explanation of the data you require. Where possible, please include dates and names of people or departments who you think may hold your personal data.
- A copy of your proof of identity such as a passport, driving licence or student ID card.

If you are submitting the request on behalf of someone else, we will need a signed form of authority from the data subject so we can establish that you are making the request on their behalf.

Requests should be made to the Data Protection Officer and, for ease, these can be emailed to data.protection@regents.ox.ac.uk or posted to: Data Protection Officer, Regent's park College, Pusey Street, Oxford, OX1 2LP.

Once we have received all of the information we need from you to deal with your request, the Data Protection Officer will respond within one calendar month. In most cases, we will not charge a fee to deal with your request.

Dealing with your request

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We will liaise with the appropriate departments and individual members of staff to obtain the personal data that you have requested. Once we have gathered all of the data, we will review it to check that it is in the scope of your request and whether it includes personal data of other individuals (third party data).

If other individuals can be identified from the information, we may remove (redact) their data where possible and, if not, we may seek the consent of the third party to release the information to you. This could mean disclosing to them that you have made a subject access request. Where consent cannot be obtained or is refused, we will consider whether it is reasonable to release the information to you.

Where we have received the request electronically, usually by email, we will provide our response in the same way unless otherwise requested.