

Your Data Protection Rights

As someone who we process data about (“a data subject”), you have a number of rights in regard to your data. If you wish to exercise these rights, please contact the Head of HR & Workforce Development at jonathanha@calderdale.ac.uk

The College has 30 days to respond to your request. We may need to request specific information from you to confirm your identity and ensure your right to access the information or to exercise any of your other rights.

Right of access (or “Subject Access Request,” “SAR” or “DSAR”)

You have the right to receive a copy of your personal information that we hold about you and information about how we use it. Please fill in the form at the end of this document if you would like to make a request. The form is not compulsory but will help the College respond more quickly to your request.

Right to rectification

You have the right to ask us to correct your personal information where it is incorrect or incomplete.

Right to erasure (or “right to be forgotten”)

You have the right to ask that your personal information be deleted in certain circumstances, such as where consent has been withdrawn, where it is no longer necessary to keep it or where it legally needs to be deleted.

Right to restrict the use of personal information

You have the right to request that we suspend our use of your personal information in certain circumstances.

Right to data portability

You have the right to obtain some of your personal data in a structured, commonly used, and machine-readable format and for it to be transferred to another organisation, where this is technically feasible. The right only applies to data provided to us by you or obtained in monitoring and where that data is processed under the legal bases of consent and contract.

Right to object to the use of personal information (including to object to direct marketing, automated decision making and profiling)

You have the right to object to the use of your personal information in certain circumstances and subject to certain exemptions.

Right to withdraw consent

You have the right to withdraw your consent at any time where we rely on consent to use your personal information.

For further information, please contact dpo@calderdale.ac.uk

DATA SUBJECT ACCESS REQUEST FORM

If you are making this request for your own information

You should complete this form if you want the Calderdale College to supply you with a copy of personal data which we hold about you. You are entitled to receive this information under the General Data Protection Regulations. We will endeavour to respond promptly and in any event within one month of the request.

Making a request on behalf of another individual

A data subject may have a solicitor or other third party make a request on their behalf. In these circumstances the College has to ensure that there is proof of the authority being given by the data subject. A sample consent form is given at the end of this document.

Data subject details

Please supply the following information:

Full name:

Address:

Date of birth:

Learner/staff number:

The data required

[Please provide a description of the sort of personal data which you are seeking and the dates from which we should search. If you want access to everything which we hold about you, please write "everything" Please provide any further information which might assist us in our search.]

Verifying your identity

The College may contact you and ask you to provide further information to verify your identity. If we are not satisfied that you are who you say you are, we reserve the right to refuse to grant your request. If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Requests for personal data held on CCTV footage

Due to CCTV retention policies, requests must be made within 30 days of the day for which subject access is required. We will endeavour to respond promptly and in any event within one month of the request. You should also include:

- A detailed description of you for the time/date relevant to the subject access request.
- A detailed description of what you were doing at the time/date relevant to the subject access.
- The exact time at which you were present in/at the location stated above.

The College may seek a view from the Police that disclosure of an image subject to an access request, would not prejudice the “prevention or detection of crime”, or the prosecution of offenders.

I confirm that I have read and understand the terms of this subject access form.

Signed

Dated

Please return this form to:

Head of HR & Workforce Development

Francis Street

Halifax HX1 3UZ

Email: jonathanha@calderdale.ac.uk

If you are unsatisfied with your response, you should notify our Data Protection Officer at dpo@calderdale.ac.uk, who will review the College’s handling of the request. For further information see

<https://www.calderdale.ac.uk/about-us/data-protection/>

CONSENT FOR A THIRD PARTY TO MAKE A DATA SUBJECT ACCESS REQUEST (DSAR) ON MY BEHALF

The third party should fill out the standard DSAR form with the information required.
The College may require additional information to satisfy itself this consent is valid.

Name of the individual whose data is being requested (the 'data subject')

Name of individual or organisation I want to make a request on my behalf

**By signing this, I authorise the above named to make a subject access request
on my behalf and to receive the data requested.**

Signed

Dated

Please return this form to:

Head of HR & Workforce Development

Francis Street

Halifax HX1 3UZ

Email:

For further information, please contact our Data Protection Officer at
dpo@calderdale.ac.uk