



## **Making a Data Protection Request**

Guidelines for anyone on whom the College holds personal data

To make a Data Protection request you will need to put your request in writing and enclose a cheque for £10 made payable to New College Durham quoting the reference ICT011752.

Please send your request along with your cheque to:

Suzy Taylor

Information and Records Manager

E-mail: [suzy.taylor@newdur.ac.uk](mailto:suzy.taylor@newdur.ac.uk)

Tel: 0191 375 4422

The Information and Records Manager will log the request to ensure compliance with the 40-day deadline. The request will then be forwarded to the appropriate department, and its progress will be monitored.

Please note that the information you request may have some details blanked out to protect the identity of any third parties.