

## 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 send it to:

Suzy Taylor

Information, Records and Projects Manager / Data Protection Officer

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

Your request may be any of the following:

- Request for personal data the College holds about you
- Request for the College to correct inaccurate data it holds about you
- Request for the College to erase data it holds about you (known as the 'right to be forgotten')
- Request for the College to stop processing your data whilst we investigate an objection you have made to how we use your data

Your request will be logged to ensure compliance with the statutory deadline for response.

Please note that the information you request may have some details blanked out to protect the identity of any third parties. If you are able to give us information to help us locate the information you are trying to find we will be able to respond sooner.

We will respond to your request giving you reasons for our decisions. You will be able to query these decisions, initially using our Complaints procedure

<http://www.newcollegedurham.ac.uk/download/File/0/5h4mnk.pdf/>

If you have a further complaint that we are unable to resolve you have the right to contact the Information Commissioner's Office at <https://ico.org.uk>