 Data protection:

Individuals’ rights request form

1. **Details of the data subject (the person the information is about)**

|  |  |
| --- | --- |
| **Surname:** | **Forename(s):** |
| **Former surname(s) (where relevant):** | |
| **Postal address:** | |
| **Daytime telephone:** | **Email:** |
| **Preferred method of receiving your personal data (method used may depend on quantity/file size):**  **Email  Post** | |
| **Date of birth (for identification purposes only):** | |
| **Please indicate your relationship with the Open University:**  **Current student  Current staff  Other  (please specify below):**  **Former student  Former staff** | |
| **Please supply your student or staff ID number, if you have one** | |

If we don’t have an address or email address on record for you, we will ask you for further identification details

**2. Details of the person submitting the request (if different from question 1)**

|  |  |
| --- | --- |
| **Surname:** | **Forename(s):** |
| **Postal address:** | |
| **Daytime telephone:** | **Email:** |

N.B If you are acting on behalf of the data subject with their authority, evidence of this must be enclosed.

**3. Which of your rights are you making a request about?**

|  |  |  |  |
| --- | --- | --- | --- |
| Access to personal data that we hold about you (Subject Access Request) | ☐ | To restrict the processing of personal data | ☐ |
| To correct inaccuracies in personal data | ☐ | To object to specific processing of your personal data | ☐ |
| To have personal data erased | ☐ | To request that we stop sending you direct marketing communications | ☐ |
| To have a human review an automated decision | ☐ |  |  |

**3. Description of request**

**Please describe the data or the activity which relates to the right you are requesting as precisely as you can. Continue on a separate sheet if necessary:**

If you would like the information in a particular format, please let us know.

**Students making a subject access request may wish to select from these indicative categories of data we hold:**

**Core areas**

|  |  |  |  |
| --- | --- | --- | --- |
| Your contact details |  | Communications with your student registration and support centre, and related documentation |  |
| Academic study details: what modules/ qualifications you have studied, results etc |  | Disability support information |  |

**Supplementary areas**

|  |  |  |  |
| --- | --- | --- | --- |
| Exam data: comments made by scriptmarkers |  | Data held by your current tutor |  |
| Learning events (on studenthome) |  | Market research, academic research or consultations you have been asked to participate in |  |
| Careers and employability support information |  | Fees and financial support |  |
| Examination and assessment information |  | Module website usage information |  |
| Statutory return data to government departments and HESA |  | Learning analytics |  |
| Awards ceremony information |  | Library information and resource use data |  |
| Qualifications information | ☐ | Complaints information |  |
|  | ☐ | Student discipline information |  |

**Specific information relating to particular types of student:**

|  |  |  |  |
| --- | --- | --- | --- |
| Vocational qualification information |  | Nursing |  |
| Students in secure environments |  | Other Work based learning? |  |
| Apprentices |  | Research student |  |
| Young Applicants in Schools Scheme |  | Partner scheme – please specify e.g. GoWales, OpenPLus |  |
| Social work |  |  |  |

**Staff members making a subject access request may wish to select from these indicative categories of data we hold**

|  |  |  |  |
| --- | --- | --- | --- |
| Central HR staff record |  | Line manager’s files |  |
| Leave and absence system data |  | Staff development system information |  |
| Unit staff HR file |  | Pensions files |  |
| Case files – parental leave, disciplinary, grievance etc |  |  |  |

NB If you require Occupational Health records held by the University’s service provider you will have to make a separate request to them as they are a separate organisation

**5. Declaration**:

I certify that the information given on this application form to The Open University is true. I understand that I may be required to provide further information in order to identify the information I require, or the actions I wish to be carried out. I will not publish any data which is supplied to me without prior permission from the Open University or the copyright owner (if copyright is not owned by the Open University), except where permitted by law.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature or name: |  | Date: |  |

The University will send the response to the address or email address we hold on record for the data subject. This is because information is released to you as the only person entitled to receive it. If we do not hold an address or email address on record for you, we will ask you for further information to verify your identity before we respond to your request.

Please return the completed form to the Information Rights Team, Academic Policy and Governance, The Open University, Walton Hall, Milton Keynes, MK7 6AA or email the completed form to: [data-protection@open.ac.uk](mailto:data-protection@open.ac.uk).

**6. DATE PROTECTION STATEMENT**

The data gathered in this form will be used to process your request about your individual rights under data protection legislation. It will be held by the Information Rights team at the Open University, and may be transferred to other parts of the Open University for the purposes of verifying your identity or processing your request for data. The data will be held for six years from the date of the last correspondence relating to your request, unless your request forms part of an ongoing case, in which case the data will be kept for as long as necessary. For more information on how we deal with your personal data, please see [www.open.ac.uk/privacy](http://www.open.ac.uk/privacy)

**Important Notes – please read before you submit your request:**

1. Requests may not be valid in all situations – [The Information Commissioner’s Office website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) explains more about the rights of individuals relating to their personal data
2. If you do not specify what data you are making your request about, we may ask you for more information to clarify your request
3. The Open University will acknowledge your request and respond to your request within the statutory period of 1 month. This period will not commence until you have supplied information to verify your identity in section 1 of this form, identified the information your request relates to, and your consent (if required) has been received.
4. The University may charge an appropriate fee if it has already complied with a similar request recently, or you require additional copies of information.
5. Please note that examination scripts are exempt from the right of Subject Access, but we can send you any comments or notes made by the examiner, including marks per question.

Notes for individuals making data subject rights requests

1. **How the University uses personal data**  
   This is described in the University’s [privacy notices](http://www.open.ac.uk/privacy), and also details the rights you have as a data subject.
2. **How to make a request about your rights under data protection legislation**  
   You may make a request via any means. However, it would help us if you fill in the form attached. NB We will need to verify your identity in order to fulfil your request.

5. **When you should expect a response to your application**The University is obliged to despatch a response to a subject access request within one month of receiving the request. However, if we need further information to verify who you are, or we have not received your consent if a third party if requesting your personal data on your behalf, the time period starts once we have received this further information.

6. **Complaints**

You may wish to raise a concern or make a complaint in one of the following circumstances:

1. You may be dissatisfied with the way your personal information is being requested, handled, stored or shared. If that is the case, you can raise a matter of concern or make a complaint.
2. You may be dissatisfied with the way that your request is being handled by the University. If that is the case you can make a complaint.
3. You may be dissatisfied with the information you receive, or the outcome of your request, particularly if any data protection exemptions have been used and you do not think these are valid. If that is the case, you can request an internal review.

In all cases, you should contact [data-protection@open.ac.uk](mailto:data-protection@open.ac.uk).

A complaint or request for internal review will be acknowledged and responded to in full within one calendar month and earlier wherever feasible.

The outcome of a complaint will be that it is justified, part-justified or not justified and the University will normally identify and tell you about improvements it plans to make where the outcome is justified or part-justified. Where a subject can evidence a detriment or loss, the University will consider appropriate compensation.

If your concern, complaint or request for review is not dealt with to your satisfaction you have the right to complain to the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

Last reviewed date: 22/05/2018