



## JESUS COLLEGE CAMBRIDGE

### **GDPR: making a request or complaint to the College**

#### **Making a subject access request to the College**

Under the GDPR, you have the right to obtain:

- confirmation that your data is being processed;
- access to your personal data; and
- other supplementary information, as provided in our [Data Protection Statements](#). These documents outline the type of information that we hold about you and the length of time that it is retained, which may assist you in deciding whether to make a request.

Should you wish to make a request for your personal data please write to or email the College at [foi@jesus.cam.ac.uk](mailto:foi@jesus.cam.ac.uk).

Please include sufficient detail with your request to enable us to identify you. For example, your name, connection to the College, matriculation year, the role that you were employed in, any other name(s) that you might have been known by at that time and the period to which your enquiry relates.

It would also help us deal with your request if you could let us know the type of information that you hope to discover. For example: “all information about my supervision reports while I was an undergraduate student between October 1970 until July 1973”.

The College may ask you for evidence of identification if this cannot be clearly established.

There is not normally a charge for subject access, but the College may charge if your request is lengthy to process or if you make repeated requests.

The College will respond to your request with 28 days, unless it is particularly complex. We will keep you up to date with progress, if this is the case.

#### **Other rights requests**

Under the GDPR you also have the right to make certain other requests. This is not an absolute right, but the College is obliged to consider such requests and let you know of its decision.

- You may ask to have inaccurate personal data rectified, or completed if it is incomplete
- You may ask for the erasure of certain personal data
- You may also request to restrict processing of your personal data under certain circumstances.

- You may also object to processing

Again please write to the College or email [subject-access@jesus.cam.ac.uk](mailto:subject-access@jesus.cam.ac.uk) in the first instance.

### **Complaints**

If you are not satisfied with any aspect of our handling of your personal data or a specific rights request, please write to the Bursar, Dr Richard Anthony [bursar@jesus.cam.ac.uk](mailto:bursar@jesus.cam.ac.uk).

You also have a right to refer the matter to the Information Commissioner's Office <https://ico.org.uk/concerns/>