

- 3.1 Rights of access by data subjects
- 3.2 How to make a subject access request
- 3.3 Responding to requests
- 3.4 Fees associated with requests
- 3.5 Refusing a request

- 1.1 As data controllers, organisations such as Petroc, are bound by the rights of data subjects when processing data. The rights of data subjects, whether learners or employees, include the right of access to personal data concerning them.
  - 1.2 Petroc has an obligation to comply with the U
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- (f) the right to lodge a complaint with the Commissioner;
- (g) where the personal data are not collected from the data subject, any available information as to their source;
- (h) the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

1. Where personal data are transferred to a third country or to an international organisation, the data subject shall i1 r uns

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- 4.1 Data pertaining to Subject Access Requests is recorded in a tracker throughout each academic year.
- 4.2 Overall reports on SARs are presented to the College Leadership Team and the Governing Board on an annual basis.
- 4.3 This Policy and Procedure will be monitored and reviewed every three years by Petroc's Data Protection Officer, with approval from the College Leadership Team. The policy may be reviewed before the end of this duration should there be changes in legislation.

More information on subject

