

ACCESSING YOUR PERSONAL DATA

The current data protection legislation (General Data Protection Regulation – GDPR) gives people (Data Subjects) whose personal data is processed by an organisation the right to access that data.

This means you are entitled to know what data, about you, the university holds, what it does with that information and have access to it free of charge (subject to conditions). This is known as a Data Subject Access Request (SAR)

If you wish to make a SAR you can do this in the following ways:

- As an employee contact your line manager or Departmental Data Protection Champion
- Complete a Data Subject Access Request form available on the website <https://www3.rgu.ac.uk/about/planning-and-policy/information-governance/data-protection>
- Contact the Data Protection Officer at :

Information Governance and Complaints Officer
Robert Gordon University
Garthdee House Annexe
Garthdee Road
Aberdeen
AB10 7QB
- By E mail at dp@rgu.ac.uk

If you wish to request access to your personal information please contact the the university as described above including the following information in your request:

- full name and date of birth;
- your contact details;
- if you are a student or member of staff, your student registration number or employee number;
- if you are a previous student or member of staff details of when you were at the University and what you studied/which department you were in;
- as full a description as possible of the information you are requesting. Please provide as much information as possible to help the University locate the information such as: the time periods concerned; names of relevant members of staff; the department or areas of the University that are most likely to hold the relevant information.

Please note we may have to get back to you to seek further clarification if we do not have enough detail to enable us to identify you and/or the information you are seeking.

The University may ask for evidence of your identity, for example passport or driver's licence. NB Do not send original documents. Current staff and students are advised to submit their requests from their official University email address.