



Subject access request policy

Overview

Data protection legislation gives individuals the right to know what information is held about them and allows individuals to submit a subject access request. This document sets out Global Education Oregon in London's policy for responding to subject access requests. The policy is designed to comply with data protection legislation.

Global Education Oregon in London is registered with the Information Commissioner's Office (ICO) to process personal data and you can view the registration on the ICO's website under the [Data Protection Register](#).

Other data protection policies can be found here: <http://www.geolondon.org.uk/privacy-policies/>

How we will deal with subject access requests

Subject access requests must be submitted in writing using the contact details given at the end of this document. When we have received a subject access request we will follow the steps given below.

- We will deal with any subject access request without undue delay and within one month of receipt of your request.
- When we receive a subject access request we will first check that we have enough information to be sure of your identity. If we have good cause to doubt your identity we can ask you to provide any evidence we reasonably need to confirm your identity.
- We will gather any manual or electronically held information (including emails) and identify any information provided by a third party or which identifies a third party. If we have identified information that relates to third parties, we will write to them asking whether there is any reason why this information should not be disclosed. We do not have to supply the information to you unless the other party has provided their consent or it is reasonable to do so without their consent. If the third party objects to the information being disclosed we may seek legal advice on what we should do.
- We will explain what steps have been taken in dealing with your request. The information will be provided in a concise, transparent and easily accessible form.
- We will not charge a fee for dealing with your request unless it is unfounded or excessive. If we charge a fee, we will inform you of this and explain the reasons for doing so.
- There are a number of exemptions to our duty to disclose personal data and we may seek legal advice if we consider that they might apply.





How to raise a query, concern or complaint

If after reading this page you still have queries, concerns or wish to raise a complaint you should contact:

Dr Amanda Milburn

Email: amanda@geolondon.org.uk

Tel: 020 7831 2760

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for investigation. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org.uk

The [Information Commissioner's Office](#) also provides useful advice and guidance on data protection.

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