

## Subject Access Requests Procedure

Please find below general guidance for individuals wishing to access their personal information:

- Make your request, in writing, to the Data Protection Officer (see below for contact details).
- The request should include details and provide documented evidence of who you are (e.g. driving licence, passport, birth certificate) as a security precaution to ensure we are giving access to personal details to the correct person. You should also provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required etc). This is not a requirement but this information will aid in the efficient location and retrieval of information.
- The Architectural Association will comply fully with the individual's right to access their personal information and as soon as the £10 administration fee, which is permitted under the Data Protection Act 1998, is received.
- Once the Subject Access Request is received in writing, all efforts will be made to fully comply within the legal 40 day limit. Information which cannot be gathered within this time limit will be described and delays explained when the Subject Access request is completed.
- In accordance with the Data Protection Act 1998, the Architectural Association does not usually release information held about individuals without their consent. Therefore if information held about you also contains information related to a third party, every effort will be made to anonymize the information. If this is not possible, and the relevant consent has not been secured, the Architectural Association may decide not to release the information.

All queries should be directed to the Architectural Association's Data Protection Officer in the first instance.

Contact Details of Data Protection Officer:

Email: [dataprotection@aschool.ac.uk](mailto:dataprotection@aschool.ac.uk)

Tel: +44(0)207 887 4117