

# Data Subject Access Requests

The Data Protection Act 1998 (the Act) entitles individuals to request access to any personal data that the Falmouth & Exeter Students' Union (The SU) is holding about them. This is known as a 'Subject Access Request' (SAR). This information explains the process for obtaining your personal data.

All SARs should be made in writing to [dataprotection@thesu.org.uk](mailto:dataprotection@thesu.org.uk). The [Subject Access Request Form](#) can be used and will help to ensure that we have all the information required to deal with your request.

Once we receive your request, we may wish to confirm your identity. In order to locate the correct information within The SU, we may need to ask you to provide more information regarding what you require.

The information provided in response to your request will be that which The SU holds (subject to any exemptions) at the time we received your request. The Act does allow routine updating and maintenance of the data to continue between the date on which the request is received and the date when the reply is dispatched. This means that the information provided may differ from that which was held at the time your request was received, but only as a result of normal processing.

We may contact third parties mentioned within the file in order to obtain consent to disclose the information. Where consent cannot be obtained or is denied we will consider the reasons and The SU's duty of care to both parties as specified in the Act in order to decide whether or not to disclose the information.

All requests will be dealt with within 1 month of the receipt of the valid request (ID, relevant information). The information will be dispatched to you as soon as the above process is complete.