



**Myerscough  
College**

INSPIRING EXCELLENCE

# **Data Subject Access Request Procedure**

Individuals have a right under UK data protection legislation to ask Myerscough College and University Centre if it holds their personal data, and if so, be provided with a copy of it.

Any person wishing to exercise this right should apply either in writing or by email to the College's Data Protection Officer:

Data Protection Officer  
Myerscough College  
St Michaels Road  
Bilsborrow  
Preston  
PR3 0RY  
Email: [dpo@myerscough.ac.uk](mailto:dpo@myerscough.ac.uk)

The following information will be required to confirm the identity of the data subject before any information can be provided:

- Full Name
- Date of Birth
- Student Number or Staff Number

The College may also require proof of identity, in which case the following forms of ID will be acceptable:

- Birth Certificate
- Passport
- Driving Licence

The College will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within one month as required under UK data protection legislation.

The College will provide the information in a clear format that is understood, and in a format suitable for the requester's needs. The College may request further details to clarify the exact requirements prior to the request being processed.

In some cases, it may be necessary for the College to request an extension to the deadline, and where this is the case, this will be in full consultation with the data subject making the request.

Myerscough College and University Centre will retain information about students, staff and others for as long as is reasonable and necessary to comply with data protection legislation and for legitimate business needs. At the end of this retention period, all personal data will be digitally anonymised and/or disposed of by means of confidential waste.

**This Procedure is due for review: May 2024**