# Hughes Hall
# Subject Access Request and Data Amendment Form

**You can use this form to request access to the personal information held on you by Hughes Hall or to request rectification, erasure or restriction of this personal information.**

Under the Data Protection Act (2018) and UK GDPR (2021) you have specific rights over your personal data, including rectification, erasure or restriction, and the right of subject access, that is, to be told whether the College– or someone else on the College's behalf – is processing your personal data. This subject access right extends to being given a description of:

- the personal data held;
- the purposes for which that personal data is being processed;
- those to whom that personal data is being or may be disclosed;
- how long your data is kept

Please describe the information you need as clearly as possible, as if your request is too broad or unclear, we may ask you to be more specific.

If you wish to request rectification, erasure or restriction of data we hold, please also use this form and provide details of your request.

You must also **enclose proof of your identity** – e.g. a current passport, driving licence, or birth certificate.

The College will handle your request as quickly as possible and at the latest, **within one calendar month of receipt**. If the request is complex or numerous, the College may need to extend the period of response. In that case, you will be notified of the reason for the delay within one month of receipt of your request.

The College does not charge a fee to provide a copy of your information. However, the College will charge a fee, based on the administrative cost of providing the information, when a request is manifestly unfounded or excessive.

Please return your completed Subject Access Request form and proof of identity to:

**compliance@hughes.cam.ac.uk**
**Compliance Administrator**
**Hughes Hall**
**Cambridge**
**CB1 2EW**

If you need any further advice, please email us at **compliance@hughes.cam.ac.uk**

*Last updated: 1 December 2024*

**Section One – Your Details**

| | |
|---|---|
| Surname: | |
| First Name(s): | |
| Previous Surname:<br>(if applicable) | |
| Address: | |
| Telephone: | |
| Email: | |
| Student/Staff Number:<br>(if known) | |
| Years of association with Hughes Hall: | |

Please make sure to enclose proof of your identity – such as a photocopy of your passport, driving licence, or birth certificate.

**Section Two – Declaration**

I am the data subject named in Section One of this form and request that Hughes Hall provide me with a copy of the personal data of which I am the subject. I enclose proof of my identity.

Signed : _____

Date : _____

**Section Three – Your Request**

Please provide a description of the data you are requesting (Subject Access Request) in the box below. You may continue overleaf if needed. You should describe the information you need as clearly as possible: it is not sufficient to ask for "everything about me". If your request is too broad or unclear, we may need to ask you to be more specific.
Please also use this form if you require your data to be rectified, erased or restricted.