

## How to Make a Subject Access Request under the GDPR

The General Data Protection Regulation (GDPR) for the European Economic Area (EEA) provides individuals with rights relating to their EEA Personal Data.

Tufts' [EEA Privacy Statement](#) describes what personal information qualifies as EEA Personal Data protected by the GDPR. For example, if you provide personal information to Tufts when you are physically present in the EEA or while you participate in an established Tufts program occurring in the EEA, that personal information may be EEA Personal Data.

The rights provided by the GDPR for EEA Personal Data include:

- The right of access.
- The right to correct.
- The right to erasure (also known as the right to be forgotten).
- The right to restrict processing.
- The right to data portability (to move the data to another party).
- The right to object.

All of these rights are subject to certain exemptions and limitations. More information about these rights may be found in the [GDPR](#) and in the [EEA Privacy Statement](#).

Requesting to exercise your rights under the GDPR is known as making a Subject Access Request (sometimes called an SAR). A Subject Access Request form is made available for your convenience. The form sets out where you should send your request and asks that you provide us with proof of your identity.

[Subject Access Request Form \[PDF\]](#)

Before we can act on your request, we must:

- Confirm your identity
- Be supplied with sufficient information from you in order to locate the information you seek.

On receipt of your completed request, verification of your identity, and sufficient details to enable us to locate the information, Tufts is obliged to provide you information on our actions on your request within one month. That period may be extended by two months where necessary, taking into account the complexity and number of the requests.

If we determine not to fulfill your request, we are required to notify you within one month of our reasons for not doing so.

As provided in the GDPR, if a person's data requests are clearly unfounded or excessive, we may charge a reasonable fee taking into account the administrative costs or decline to act on the requests.