

How to Make a Subject Access Request under the GDPR and the UK DPA

The General Data Protection Regulation (GDPR) for the European Economic Area (EEA) provides individuals with rights relating to their EEA Personal Data, and the United Kingdom Data Protection Act 2018 (UK DPA) provides individuals with rights pertaining to their UK Personal Data.

Tufts' EEA and UK Privacy Statement describes what personal information qualifies as EEA Personal Data protected by the GDPR and UK Personal Data protected by the UK DPA. 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. If you provide personal information to Tufts when you are physically present in the UK or while you participate in an established Tufts program occurring in the UK, that personal information may be UK Personal Data.

The rights provided by the GDPR and the UK DPA for EEA Personal Data and UK 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, the UK DPA](#) and in the [EEA and UK Privacy Statement](#).

Requesting to exercise your rights under the GDPR or the UK DPA 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. Select which form applies to you.

- [EEA Subject Access Request Form under the GDPR](#)
- [UK Subject Access Request Form under the UK DPA](#)

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.

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.