

How to Make a Subject Access Request

This document provides information about how to submit a request to exercise rights you have with respect to your personal data under privacy laws and regulations (together, the Privacy Laws).

Rights provided by the EEA GDPR and the UK GDPR

Among the Privacy Laws that provide specific rights with respect to an individual's personal data are the General Data Protection Regulation for the European Economic Area (EEA) (the EEA GDPR) and the United Kingdom General Data Protection Regulation, as tailored by the Data Protection Act 2018 of the UK (the UK GDPR).

Tufts' [Global Privacy Statement for Personal Data](#) describes when the EEA GDPR and the UK GDPR provide rights applying to an individual's personal data. For example, if you provide personal data to Tufts when you are physically present in the EEA or the UK, or while you participate in an established Tufts program that occurs in the EEA or UK, then you would have the following rights under the EEA GDPR and the UK GDPR:

- 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 EEA GDPR, the UK GDPR and in the [Global Privacy Statement for Personal Data](#).

Rights provided under other Privacy Laws

Other Privacy Laws may provide you with certain rights with respect to your personal data. Please be aware that some Privacy Laws do not apply to non-profit institutions. Generally, a Privacy Law will require you to have a specific relationship to the jurisdiction in order to be entitled to exercise a personal data right.

Form for Submitting a Request

Requesting to exercise your rights under the EEA GDPR, the UK GDPR or another Privacy Law 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.

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, we will endeavor to provide you information on our actions promptly. The EEA GDPR and the UK GDPR require that we act on a completed 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.