



Information Access Request procedure

If a person (Data Subject) on whom we hold data in a request to see, update, delete or take part or all of the Data we hold for them the following procedure will be followed:

- The full name address and contact details of the Data Subject should be obtained
- Ask what information he or she requires
- Inform the Data Subject that we will let them have a reply within a one calendar month
- Note the request in the Access log
- Consult the DPO (dpo@mrcollege.ac.uk) for further information and detail

The following email should be used to confirm that a request is being dealt with

Dear Sir/Madam

On behalf of Montrose College of Management and Sciences I write to acknowledge receipt of your request for certain information on the Data we hold about you. We will deal with your application and get back you to you within one calendar month.

Yours...