

## **Subject Access Request**

Under the Data Protection Act 2018 and the General Data Protection Regulation anyone has the right to know what information an organisation holds about you. Why it is holding your information. How long it will be retained and who it may have been shared with. There is no charge for a request although you may be charged for photocopying in subsequent requests. You will be asked to prove your identity. Other individuals or representatives, such as a solicitor, may request information on your behalf.

They will have to prove that they have your consent to receive the information.

To request your information please contact [dpo-ljmu@ljmu.ac.uk](mailto:dpo-ljmu@ljmu.ac.uk)