

GDPR - Access requests by Data Subjects

A data subject may make a subject access request ("SAR") at any time to see the information which ALSG and the course centre holds about them.

SARs must be made by completing the e-form: <http://bit.ly/ALSGSAR> (this is also linked to the ALSG Privacy Policy on the ALSG website).

Upon receipt of a SAR the ALSG and the course centre shall have a maximum period of 30 days within which to respond. The following information will be provided to the data subject:

1. Whether or not the ALSG and the course centre hold any personal data on the data subject;
2. A description of any personal data held on the data subject;
3. Details of what that personal data is used for;
4. Details of any third-party organisations that personal data is passed to; and
5. Details of any technical terminology or codes.

A log of the SAR will be compiled and retained by the ALSG.