





### **What are your rights?**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use "legitimate interests" as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer at [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk).

### **What if I am not happy with how the Foundation handles my concerns?**

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if I do not provide personal data?**

If you do not provide the requested information for security and safeguarding reasons you will not be allowed to remain on the College campus.

### **Who is the Data controller?**

The Sir John Brunner Foundation.

### **Who is the Data Protection Officer and how do I contact them?**

The following have responsibility for Data Protection within the Foundation:

- **The Sir John Brunner Foundation** – Kathryn McBurnie - [McBurnie\\_K.sjbf@sjd.ac.uk](mailto:McBurnie_K.sjbf@sjd.ac.uk)
- **Sir John Deane's College** – Laura Lawson - [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk)