

Records Management Office Documentation

Version	Date of Change	Notes	Editor
6.2	22/02/2019	Font and text up-dated	Maggie Peach
7.0	15/03/2021	Changed to specifically concern GDPR/DPA appeals	Phil Oakman

Data Protection - Making an appeal

Data Protection (and GDPR) - Making an Appeal

You have the right to challenge our decision to refuse the release of part or all of the information you have requested. This may include any redaction of information that you dispute. Such an appeal must be made in writing within one month of you receiving our response. Please write to:

*Director of Student and Academic Services
University of Northampton
University Drive
Waterside Campus,
Northampton
NN1 5PH
Or email Kathryn.kendon@northampton.ac.uk*

Your complaint will be acknowledged within five days of your letter being received by the University. It will be investigated by senior staff other than those involved in the original decision or process. The University endeavours to let you know any decision within 20 working days, with the reasons for the decision, and when appropriate a statement of the actions proposed by the University in consequence of its decision.

If the University are not able to send you a decision concerning your appeal within 20 working days you will be informed of when that decision will be available. The University of Northampton will keep a record of complaints and their outcomes for the purpose of carrying out annual reviews of all relevant procedures.

Following your appeal to the University, if you are still dissatisfied with our decision, you then have the right to appeal to the Information Commissioner.

Please write to:

*The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
SK9 5AF*

Email: mail@ico.gsi.gov.uk

Telephone: 01625 545700

Fax: 01625 545510

The Information Commissioner's Office will normally expect you to have tried to use internal processes first but you can still contact them if you need advice.