



What personal details are you holding about me?

Here's how to make a Subject Access Request...



Can I find out what personal data you are holding about me?

Pupil Asset, at your request, can confirm what information we hold about you and how it is processed. If Pupil Asset does hold personal data about you, you can request the following information:

- Identity and the contact details of the person, or organisation, that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the Chief Privacy Officer and / or Data Protection Officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Pupil Asset, or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some

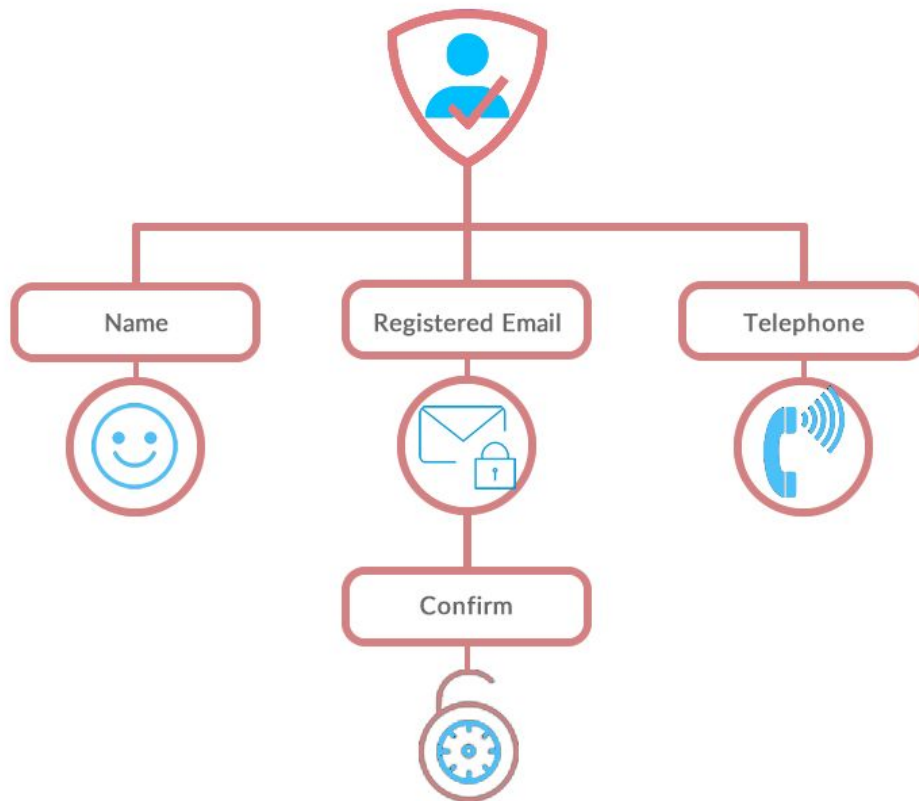
countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.

- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Pupil Asset accepts the following forms of ID when information on your personal data is requested:

- Official recorded email address, official telephone number, name and contract number (if applicable).



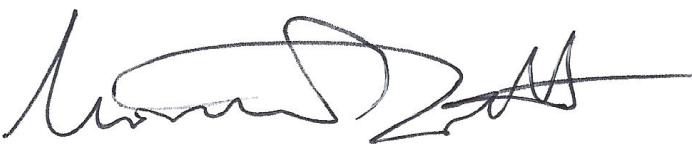
Contact details of the Chief Privacy Officer / GDPR Owner:

	Chief Privacy Officer / GDPR Owner contact details
Contact Name:	Michael Pickett
Address line 1:	Conisford Court
Address line 2:	26-36 Rose Lane
Address line 3:	
Address line 4:	Norwich
Address line 5:	NR1 1PN
Email:	CPO@pupilasset.com
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Document Owner and Approval

The Chief Privacy Officer / GDPR Owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all members of staff and is published at <http://www.pupilasset.com/>

Signature: 

Date: 26th April 2018

Change History Record

Issue	Description of Change	Approval	Date of Issue
0.1.1	Initial issue	Lee Tayler	17/05/2018