

February 2019

Group Privacy Director

Data Protection – Right of Rectification

Global University Systems (hereafter "GUS") is committed to a policy of compliance with Data Protection laws and the rights of data subjects. This guidance describes how data subjects can request GUS rectifies personal data processed by GUS. This policy is to be read in addition to The Conditions of use, Acceptable Use Policy, Information Security Policy and the Data Protection Policy.

Information required and procedure for responding to a request for rectification

Individuals wishing to have personal data rectified by GUS under the Data Protection Act can send a request to:

Data Protection Officer

30 Holborn, London

London

EC1N 2LX

Or by email to: dataprotection@gus.global

The personal data to be rectified should be clearly identified. GUS may require confirmation of the identity of the data subject and/or the person making the request. GUS will respond to requests within one month of receipt of the submitted request (provided sufficient information has been given to GUS to enable GUS to process the request). If your request is complex GUS may require up to an additional two months to complete the request. If this is the case GUS will inform you how much additional time is needed and the reasons why within the first month.

Right of Appeal

If you are dissatisfied with the outcome of the request, you have a right of appeal to the Information Commissioner's Office. Details follow for ease of reference.

By Post: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

By Telephone: 01625 545 700

Via the Website: www.ico.org.uk