**Subject Access Requests**

**Individuals have the right to ask the University for information held about them as an individual.**

If you are a current student, you should request information relating to yourself directly from the relevant lecturer/Head of Department/administrator.

**ACADEMIC TRANSCRIPTS**

There is no requirement to submit an access request for an academic transcript.

If you wish to obtain a copy of your academic transcript, please contact the relevant School / Campus.

**ALL OTHER REQUESTS**

Subject access requests for other information may be made by contacting dataprotection@atu.ie

It is important to include the following information in your request:

* Full name
* Your contact details
* If you are a student, your student ID number
* If you are a previous student or member of staff, details of when you were at the University (or previous Institute) and what you studied/the department in which you worked and the campus that you attended
* A full description of the information you are requesting.  Please provide as much information as possible to help the University locate the information such as the time periods concerned, names of members of staff who you may have dealt with or who may be able to locate the information, the department or areas of the University that are most likely to hold the relevant information.  Note we may have to get back to you to seek further clarification if we do not have enough detail to enable us to find the information you are seeking.

The University may ask for evidence of your identity. Current staff and students are advised to submit their requests from their official University / Institute email address.

In most cases we will respond to your request within one month. If your request is particularly complex, we may have to extend this time by a further two months but we will inform you if this is the case and explain the reasons for the delay.

**Not an absolute right**

There may be circumstances where ATU will have grounds to refuse to grant an individual’s request to exercise their data protection rights - [read more on the Data Protection Commission website](https://www.dataprotection.ie/)

Further Information

Mary McDonald
Data Protection Officer
dataprotection@atu.ie