Data Protection Complaints – Information Sheet

Under the Data Protection Act 1998, those who collect and use personal information have to follow rules of good practice for handling information. The Act also gives rights to individuals whose information they collect and use. The University of Nottingham aims to comply fully with its obligations under the Act and to ensure that the service it provides for those wishing to gain access to their information is simple, efficient, and effective.

If you feel the service you have received does not meet these aims or your expectations, in the first instance please contact:

University of Nottingham
Academic Services Division – Governance Team
University Park
NOTTINGHAM
NG7 2RD

or you can email data-protection@nottingham.ac.uk

If having contacted us you are not satisfied with the response you receive, please write to:

Deputy Director (Governance)
Academic Services Division
University of Nottingham
University Park
NOTTINGHAM
NG7 2RD

Please note that requests for a review of our response must be received within forty days of the date of that response.

If you remain dissatisfied after following these steps, you can complain to the Information Commissioner’s Office (ICO). You should do this within two months of receiving the University’s final response to your complaint. For further advice on making a complaint to the ICO, please see their website at www.ico.gov.uk

You can write to the ICO at:

Information Commissioner’s Office
Wycliffe House
Water Lane
WILMSLOW
SK9 5AF

Email: enquiries@ico.gsi.gov.uk

You can also call their helpline (Monday-Friday 09:00-17:00):

01625 545 745

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www.nottingham.ac.uk/staff/dpa