

## **1. Introduction**

- 1.1. This policy sets out the procedures for handling requests for access to personal data made under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) in relation to the activities of The Liverpool Institute for Performing Arts (LIPA).
- 1.2. The aim of this policy is to ensure that LIPA complies with its obligations under the GDPR and the DPA by providing individuals with access to their personal data, subject to any exemptions or restrictions that may apply.

## **2. Policy Statement**

- 2.1. LIPA is committed to protecting the privacy rights of individuals and will therefore provide access to personal data in accordance with the GDPR and the DPA, subject to any exemptions or restrictions that may apply.

## **3. Scope of the Policy**

- 3.1. This policy covers all personal data held by LIPA, regardless of the format in which it is held, and applies to all members of staff, students, contractors and other individuals who handle personal data on behalf of LIPA.

## **4. Requests for Access to Personal Data**

- 4.1. All requests for access to personal data must be made in writing, either by email or letter, and should be addressed be submitted via email to sar@lipa.ac.uk.
- 4.2. Alternatively, requests can be submitted at the following address:

Subject Access Request  
The Liverpool Institute for Performing Arts  
Mount Street  
Liverpool  
L1 9HF
- 4.3. All requests should include the following information:
  - The name and address of the individual making the request;
  - Proof of identity, such as a copy of a passport or driving licence;

- Any specific details required to locate the personal data, such as dates or file references; and
- A contact address for the response.

## **5. Response Times**

- 5.1. LIPA will respond to all requests for access to personal data within one month of receipt, subject to any exemptions or restrictions that may apply. If LIPA is unable to respond within this timescale, the requester will be informed of the reasons for the delay and given an estimated timescale for the response.

## **6. Fees**

- 6.1. LIPA will not charge for providing access to personal data, except in circumstances where the request is manifestly unfounded, excessive or repetitive. In these cases, LIPA may refuse to provide access or may charge a fee for the provision of access.

## **7. Exemptions**

- 7.1. LIPA may withhold personal data if it is exempt under the GDPR and the DPA. The GDPR and the DPA contain a number of exemptions that may apply to certain types of personal data. LIPA will consider each request on a case-by-case basis to determine whether any exemptions apply.

## **8. Complaints**

- 8.1. If a requester is dissatisfied with LIPA's response to a subject access request, they have the right to complain to LIPA in the first instance. Complaints should be submitted via email to [dpo@lipa.ac.uk](mailto:dpo@lipa.ac.uk).

- 8.2. Alternatively, requests can be submitted at the following address:

Data Protection Officer

The Liverpool Institute for Performing Arts

Mount Street

Liverpool

L1 9HF

- 8.3. If the requester is dissatisfied with LIPA's response, they have the right to complain to the Information Commissioner's Office (ICO).

## **9. Review and Monitoring**

- 9.1. This policy will be reviewed periodically to ensure that it remains up to date and effective. LIPA will monitor the implementation of this policy to ensure that it is being followed and that any necessary changes are made.