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## 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](mailto: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](http://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](mailto:enquiries@ico.gsi.gov.uk)

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

**01625 545 745**

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

**Tel. +44 (0) 115 84 66925**  
**FAX +44 (0) 115 9516 566**

[data-protection@nottingham.ac.uk](mailto:data-protection@nottingham.ac.uk)

[www.nottingham.ac.uk/staff/dpa](http://www.nottingham.ac.uk/staff/dpa)