

UNIVERSITY OF ABERDEEN
UNIVERSITY MANAGEMENT GROUP
DATA PROTECTION ACT 1998: FEE POLICY

1. When to charge the statutory regulated maximum fee of £10.00 under the Act.
2. Section 7(2)(b): Data Controller is not obliged to supply any information about the data subject unless he has received the fee, not exceeding the prescribed maximum.
3. The Data Protection (Subject Access) (Fees and Miscellaneous Provisions) (Amendment) Regulations 2001 (No. 3223); and The Data Protection (Subject Access) (Fees and Miscellaneous Provisions) Regulations 2000 (No. 191) states, under Regulation 3, that the maximum fee which may be required by a data controller under Section 7 of the 1998 Act is £10.00.
4. There is a discretion for Data Controllers to apply a lesser fee than £10.00, including a nil charge for enquiries under Section 7(2)(b) of the Act.

5. **RECOMMENDATION**

All enquirers be charged £10.00, ie the current statutory maximum, ie: existing and ex-employees, students and any other parties, UNLESS the enquirer can be dealt with under "business as usual" without a Subject Access Request (SAR) form or the enquiry can be treated as part of some other enquiry or issue being processed by the Data Controller (the University of Aberdeen) as determined by the Secretary to the University or the Director of Policy, Planning and Governance.

David Blair
28 September 2010