

Data Protection

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Our commitment

The James Hutton Institute (“we”, “us”, “our”) is committed to protecting the rights and freedoms of individuals with respect to the processing of their personal data.

Protecting the privacy of our staff, customers, students, visitors and research participants, as well as the confidentiality, integrity, and availability of information, is central to our operations and mission.

The Information Commissioner regulates data protection in the UK. The Data Use and Access Act 2025 (DUAA) updates the UK data protection framework, strengthening accountability while supporting innovation.

You can find out more by visiting the Information Commissioner Office’s website:

<https://ico.org.uk/>

Who we are

The James Hutton Institute (JHI) provides services either directly (for grant-funded, non-commercial research) or through its commercial subsidiary James Hutton Limited (JHL).

JHI and JHL process personal information for a variety of purposes including research, employment, charitable and commercial activities.

We are registered as Data Controllers:

- JHI: Z2970726
 - James Hutton Ltd: ZA326061
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How to contact us

If you have any questions about how we use your personal data:

- **Email:** dpo@hutton.ac.uk
- **Telephone:** +44 (0)344 928 5428
- **Addresses:**

Aberdeen: Craigiebuckler, Aberdeen AB15 8QH

Dundee: Invergowrie, Dundee DD2 5DA

Data Protection Legislation

Data protection in the UK is governed by:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)
- Data Use and Access Act 2025 (DUAA)

These laws regulate how personal data (information relating to identifiable individuals) is collected, used, stored and shared.

Privacy Notice

Further information about how we process personal data is available in our Privacy Notices.

If changes are made to how your data is used, we will update our notices and, where appropriate, notify you directly.

Your rights as a data subject

You have rights under data protection law, including:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object

- rights relating to automated decision-making

To exercise any of these rights, contact: **dpo@hutton.ac.uk**

Subject Access Requests (SAR)

You have the right to request a copy of your personal data.

To make a request:

Email: **SAR@hutton.ac.uk**

Please include:

- your name and contact details
- a description of the information requested
- relevant dates or context

We normally respond within **one month**.

Template SAR form (optional use):

[Link here!](#)

If you are dissatisfied with how your request has been handled, you may raise a **data protection complaint** (see below).

Data Protection Complaints

We aim to process personal data lawfully, fairly and transparently. If you are concerned about how your personal data has been handled, you have the right to complain.

Full details of how we handle complaints, including how we investigate and respond, are set out in our Data Protection Complaints Procedure, [link here](#).

How to make a complaint

You can contact our Data Protection Officer:

- **Email:** DPO@hutton.ac.uk
- **Post:**
The Data Protection Officer
The James Hutton Institute
Aberdeen AB15 8QH / Dundee DD2 5DA

Please provide:

- your contact details
- details of your concern (what happened and when)
- any relevant reference numbers (e.g. SAR)
- supporting evidence (if available)

- your desired outcome

We accept complaints via any reasonable channel, although we may ask you to provide further details securely.

What happens next

- We will acknowledge your complaint **promptly (no later than 30 days)**
- We aim to provide a **full response within one month**
- Complex cases may take longer — we will keep you informed

We may try to resolve concerns informally where appropriate.

Possible outcomes

Following investigation, we may:

- provide an explanation
- acknowledge an error and apologise
- correct, restrict or delete data
- improve our processes
- determine that no further action is required

What you can complain about

You may raise concerns about:

- a Subject Access Request or other data rights request
- a personal data breach
- how your personal data has been collected, used or stored

If your concern is not mainly about personal data, it may be handled under another procedure (e.g. general complaints process).

Escalation

If you remain dissatisfied, you can contact the Information Commissioner: <https://ico.org.uk>

You may raise concerns with the regulator at any time, but we encourage you to contact us first so we can try to resolve the issue.

Cookie Policy

<https://www.hutton.ac.uk/cookie-policy/>
