

Data Protection Subject Access Request Form

1. Personal Details of Data Subject

*mandatory

Details of the person who the information is about (data subject). *Full name..... *E-mail Address..... Student Number/ Staff Payroll Number (if applicable)..... Name of course (if applicable)..... Department.....
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2. Alternative Contact Details (third parties only)

Only complete this section if you are **not** the data subject, i.e. you are requesting information on behalf of another person.

Title	Forenames(s)	Surname
Address (if postal required)	Telephone number	
	Email address	
Relationship to data subject/ authority for making request		

3. Records Required

(PLEASE COMPLETE ALL SECTIONS)

A. Please tick the category/categories into which your enquiry falls.

Category	✓
Academic marks or course work details	
Other academic/student records	
Disciplinary records	
Grievance records	
Other HR related documents	
Health and medical matters	
Political, religious or trade union information	
Personal details, e.g. name, address and date of birth	
Other (please specify or describe if possible)	

B. Please describe the information you seek in as much detail as possible.

This will help us to identify the information you require. For example, 'Information relating to me contained in the Board of Examiners meeting of ...' or 'emails about me relating to x matter sent by A.N. ... between June and October 2016'.

C. Sections/ Departments to search

Please tick below which (if any) of the following departments the documents you are seeking may be found or which you would like us to search.

(We will endeavour to comply with your request however please note there may be circumstances where we are not obliged to supply information or we may be entitled to extend the deadline to respond.)

Service / Department	Search (✓)
Your School / Faculty	
Human Resources	
Student & Academic Services	
Commercial Services	
Finance	
IT Services	
Strategic Communications and Engagement	
Student Success Service (including Library)	
Facilities (including Accommodation Service)	
Centre for Sport	
Future Students (admissions)	
Other(s) (please specify)	

4. *Identity *(Please note due to the potential disclosure of highly sensitive and personal information, we will ask for Photo ID)*

If you are requesting personal data of which you are the subject you must supply:

- ✓ a photocopy/scan of proof of your identity with this form, such as passport, driving licence or University ID card

If you are requesting personal data on behalf of a subject you must describe your relationship to the subject and supply:

- (a) written signed authority of the subject, and,
- (b) A photocopy of proof of the subject’s identity with this form, such as passport, driving licence or University ID card.

5. *Declaration

I certify the information provided in this form is accurate to the best of my knowledge. I accept that the University will take reasonable steps to establish identity prior to release of personal data.

I request that the University of the West of England provide me with a copy of personal data relating to the subject named in Section 1 of this form.

I enclose the following:

- A photocopy of the data subject’s proof of identity;
- Written and signed authority of the data subject (third parties only).

*Signed -----	*Please print name -----	*Date --/--/----
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Please return the completed form either via e-mail marked clearly “Data Subject Access Request” to the following e-mail address: dataprotection@uwe.ac.uk. Alternatively, send by post to the following address:

Data Protection, Privacy & Complaints Office
 Frenchay Campus
 University of the West of England, Bristol
 Coldharbour Lane
 Bristol