

Access to Personal Data: About Subject Access Requests

What can you access?

Data Protection legislation gives you the right to obtain from the University a copy of any personal data we hold about you. This is called a Subject Access Request.

You also have the right to know:

- whether or not your personal data is processed by the University
- where your personal data is being processed
- for what purpose your personal data is being processed.

In most cases, these will be apparent in the context of the personal data you receive from us.

What won't you receive?

When you receive your data, you may find that some pages have areas blanked out. This is where we have redacted names and personal details of other people where they appeared in the papers in order to protect their privacy. We may also remove some pages altogether where they contain the personal data of other people, as well as your own personal data, and where the balance of sensitivity was greater for the other person. This is an assessment we often make during a subject access request to protect the personal data of other people and will be explained in more detail at the time if it applies to your data.

We may also remove some pages if they relate to other exemptions within the UK Data Protection Act 2018, for example if by providing the data would:

- obstruct an official or legal inquiry, investigation or procedure
- prejudice the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties
- affect the rights and freedoms of others

The University is not able to provide you with copies of personal data held about you by the University of Surrey Students' Union as they are a separate data controller. All requests for data held by the Students' Union should be directed to Alex Tolley a.tolley@surrey.ac.uk

What should you do to request your data?

Although you can make a request for your personal data through any means, it is easier for us to locate and provide your data if you complete this Subject Access Request Form. To request a copy of the personal data held about you by the University of Surrey, please complete all the relevant sections of this form.

Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request

Please send the completed form by email to dataprotection@surrey.ac.uk You can also send the forms by post if you prefer to: Information Compliance Unit, Old Estates Building, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

The University will respond promptly and provide you with your data within one month, unless the request is complex in which case we will write as soon as possible to let you know that we may take an additional two months to provide your data.

If we review your form and find that we need further information from you in order to locate your data we will contact you.

Subject Access Request Form



1. About the Requester		
Full name:		
email address:		
Telephone:		
Are you the Data Subject? (is the data about you?) Please tick as appropriate:	Yes <input type="checkbox"/> Please make sure you supply appropriate evidence of your identity as described in section 7	No <input type="checkbox"/> Please make sure you include written authority from the data subject if you are acting on their behalf

2. About the Data Subject (the person to whom the data relates)		
Full name: (if different from the person making the request)		
Any additional names: (if you would have been known to us by a different name)		
email address: (if different from the person making the request)		
Telephone (if different from the person making the request)		
Staff or Student number		
Dates of study or employment or relationship with the University	From:	To:
What is your relationship with the University? Please tick as appropriate	<input type="checkbox"/> Staff or former staff <input type="checkbox"/> Student or former student <input type="checkbox"/> Staff applicant <input type="checkbox"/> Student applicant <input type="checkbox"/> other (please specify)	

3. Receiving the Data	
How do you want to receive the data? Please tick as appropriate:	<input type="checkbox"/> Electronic copies on USB stick sent via Royal Mail Special delivery <input type="checkbox"/> Paper copies sent via Royal Mail special delivery

4. About the Data

We can provide you with all data held about you/the data subject by the University, or with specific documents, reports or files.

If you would like copies of specific documents, reports or files, please give the name or brief description of the document, report or file:

If you would like copies of all data held about you/the data subject by the University, please tick as appropriate:

- I would like copies of all data held about me/the data subject
- I would like this to include all emails sent or received that relate to me/the data subject

5. Location of data

In order to locate the data you would like to receive, we will need information relating to the location of data about you/the data subject within the University

Where in the University is data about the data subject likely to be held?

Think about the parts of the University with whom you/the data subject have been in contact

This may include Department(s)/ Faculty/ School/ Unit, names of tutors, supervisors, line management etc.

Please also give any relevant time periods that relate to the location of data

6. Declaration

Declaration to be completed by the requester

I confirm that the information given on this application form is true.

I understand that it may be necessary to obtain more detailed information from me in order to locate the requested data.

Signature

Date

Printed name

Warning - attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act 2018

6. Checklist

Have you supplied proof of Identify?	Proof of address: This applies if you want to receive information via Royal Mail special delivery	<input type="checkbox"/>	Photographic ID: This applies if you will collect the information by hand from the ICU office	<input type="checkbox"/>
Have you supplied written authority from the data subject for us to disclose data to you?	This applies if you are making the request on behalf of another person			<input type="checkbox"/>
Have you supplied evidence of the data subject's identity?	This applies if you are making the request on behalf of another person			<input type="checkbox"/>
Is your contact information correct?				<input type="checkbox"/>