

Request for Personal Information (Subject Access Request)

Under the Data Protection Act 1998, you have the right to enquire of the University whether it holds your personal data and to see a copy of that information. This process is called a Subject Access Request. If you would like copies of information held by the University, please complete all the relevant sections in this form and return it to: **Information Compliance Unit, Old Estates Building, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.**

The University will respond promptly and, within 40 calendar days, provided that you have paid the required fee and supplied the necessary information to locate the data requested and confirm your identity. If we need further information from you in order to locate your data we will contact you.

1. Your personal details		
Full name	_____	
Address	_____ _____	
Telephone	_____	
Email	_____	
Staff or Student number	_____	
Dates of study/employment	From: _____	To: _____

2. Are you the Data Subject? (Is the information about you?) Please tick as appropriate:		
Yes Please move on to Section 4	<input type="checkbox"/>	Please make sure you supply appropriate evidence of your identity as described in section 7
No Please complete Section 3	<input type="checkbox"/>	Please make sure you include written authority from the data subject if you are acting on their behalf

3. Details of the Data Subject (if this is not the person completing the form)		
Full name	_____	
Address	_____ _____	
Staff or Student number	_____	
Dates of study/employment *	From: _____	To: _____

4. What is the Data Subject's connection with the University? Please tick as appropriate:		
Staff or former staff	<input type="checkbox"/>	
Student or former student	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

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

6. Further details to help us locate the data

We can provide you with specific documents, reports or files or with all information the University holds which mentions you (including email correspondence). **Please indicate whether your request is for:**

Specific named documents/reports/files etc. **ONLY**

Please go to section 6a

All information held which relates to you

Please go to section 6b

6a Specific named documents

If your request includes specific documents, reports or files, please give the name of these below. If you are unsure of the name, please describe in as much detail as possible below.

Please also indicate where in the University this information is likely to be held, for example Department(s)/ Faculty/ School/ Unit:

6b General search for all information

If you would like a more general search to locate as much of your personal data as possible, please give further details below of areas of the University with which you (or the data subject) have been in contact.

This should include Department(s)/ Faculty/ School/ Unit and people you have had contact who might hold information about you (ie names of tutors, supervisors, line management).

Please continue on the next page and the back of the form if necessary :

