

DATA PROTECTION

Subject Access Request Form

Section 1 – Personal details of the Data Subject (the person who the information is about)

Your full name	
Any previous names	
Date of birth	
Email	
Student/Staff number/Patient ID	
Dates of study, employment etc (please provide start and end dates)	
Relationship to university e.g. current or former student/staff	

Section 2 – Are you the Data Subject

- ☐ **Yes:** I am the Data Subject – Please proceed to Section 4.
- ☐ **No:** I am acting on behalf of the Data Subject – Please proceed to Section 3

Section 3 - Details of the Requester (if different from the Data Subject)

Please complete this section if you a third party authorised to act on behalf of the Data Subject named in Section 1.

Full name	
Address	
Email address	
Telephone number	
Relationship to the Data Subject	
Signed	
Date	

Section 4 - The information you would like to see

To help us locate any personal information which we hold in relation to you, please complete the following:

Name of service area/ department/school			
What type of service was used (if applicable)			
Date range	From		To
<p>Please describe the information you seek in as much detail as possible and supply any additional information, which you think may help us in locating your personal data. This will enable us to process your request promptly and ensure that all relevant data has been reviewed</p>			

Section 3 – Proof of Identity & any additional documents

To ensure that nobody can access personal data illegally, we require proof of identity.

- a) If you are requesting a copy of your own personal data, you must provide proof of your identity (a copy of a passport, driving licence or Student/Staff I.D. card). We will accept a photocopy/scan of the original document.
- b) If you are a third-party, requesting personal data on behalf of someone else, you must provide the following:
 - proof of your identity (a copy of a passport, driving licence). We will accept a photocopy/scan of the original document.
 - written signed authority by the Data Subject for you to act on their behalf

We must be satisfied that you are who you say you are and that you are entitled to have the requested information. We are unable to process your application without sufficient evidence of identity being provided and reserve the right to refuse your request.

Section 4 – Declaration

I, certify that the information given on this form is accurate and true and that I am the person to whom it relates. I understand that it is necessary for UWE to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed:

Print name:

Date:

You will receive a response within a month of our receipt of the completed documentation. In some cases, where a request is particularly complex, this response may be a notification of a small fee or a requirement to extend the time it takes to respond.

Submitting your application form

When submitting your request, please ensure that you have: -

- Completed all relevant sections to the best of your ability
- Signed the declaration
- Enclosed relevant forms of identification
- Enclosed a copy of written authority from the Data Subject or written authority such as Power of Attorney *(if applicable)*

You can return the completed form and supporting documents by post or email to:

Post: The Data Protection Office
Frenchay Campus
Coldharbour Lane
Bristol
BS16 1QY
United Kingdom

Email: dataprotection@uwe.ac.uk

UWE will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the University handles your personal data, please go to the Data Protection section of the UWE website [here](#)