

STAFFORDSHIRE UNIVERSITY

SUBJECT ACCESS REQUEST FORM

1. DETAILS OF THE PERSON REQUESTING THE INFORMATION

Full Name: _____

Address: _____

Telephone Number: _____ Fax: _____

Email: _____

2. ARE YOU THE DATA SUBJECT?

YES if you are the Data Subject, please supply evidence of your identity, i.e., library Card, driving licence, birth certificate (or photocopy) and, if necessary, a Stamped, addressed envelope for returning the document (please go to question 5)

NO are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4).

3. DETAILS OF THE DATA SUBJECT (if different to 1)

Full Name: _____

Address: _____

Telephone Number: _____ Fax: _____

Email: _____

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

Declaration

I _____, certify that the information given on this application form to Staffordshire University is true. I understand that it is necessary for the University to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed _____ Date _____

Please return the completed form to Sue Howlett, Information Protection & Security Manager. Staffordshire University, Information Services, College Road, Stoke-on-Trent, ST4 2DE.

Documents which must accompany this application are:

- i) evidence of your identity
- ii) evidence of the Data Subject's identity (if different from above)
- iii) evidence of Data Subject's consent to disclose to a third party (if required as indicated above).
- iv) where appropriate, a fee of £10 (cheques to be made payable to Staffordshire University)
- v) stamped, addressed envelope for return of proof of identity/authority documents, where appropriate.

Please note that the University reserves the right to obscure or suppress information that relates to other third parties (under the terms of Section 7 of the Data Protection Act 1998).

OFFICE USE ONLY

Request received: _____

Fee received: _____

Notes: _____

Date Completed: _____