

STAFFORDSHIRE UNIVERSITY

SUBJECT ACCESS REQUEST FORM

**1. DETAILS OF THE PERSON REQUESTING THE INFORMATION**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

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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: \_\_\_\_\_

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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.**

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\_\_\_\_\_

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\_\_\_\_\_

**5. Please specify what information/document you wish to see:**

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**6. If you would like a more general search, please note that the University will normally automatically search the following sections for personal data:**

Student Office; Information Services, Residential Services, Finance Office and any academic unit that you have studied with as part of your Award.

***Please tick below any other sections/departments that you have been in contact with which you would like to be searched for relevant data.***

Section	Search
Student Support Service	
Sports Centre	
Faculty Office	
Careers Service	
Alumni Office	
International Office	
Student Recruitment	
Students' Union	

Other(s) – Please specify below:

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**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: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Date Completed: \_\_\_\_\_