

Subject Access Request Form

Applicant Details

1. DETAILS OF THE PERSON REQUESTING THE INFORMATION

Full Name:

Address:

Telephone Number: _____

Email:

2. ARE YOU THE DATA SUBJECT? (*The 'Data Subject' is the individual to whom the requested information relates*)

YES If you are the Data Subject, you must supply the following:

Information required:

Date of birth

Staff payroll number (if a member of staff)

Student ID number (if a student)

School or Service of the University in which you work / study

NB You may be required to provide identification documents and will be notified what to send to us to enable us to verify your identity

NO If you are acting on behalf of the Data Subject, you must supply the following:

Information about you:

Your relationship to the Data Subject

Information about the Data Subject:

Date of birth

Staff payroll number (if a member of staff)

Student ID number (if a student)

School or Service of the University in which the Data Subject works / studies

Evidence required:

Evidence of your authority to make this request on behalf of the Data Subject

NB You may be required to provide identification documents and will be notified what to send to us to enable us to verify the identity of the data subject.

Search Details

3. If you wish to see a specific record or piece of information, please specify it here in as much detail as possible so that we can direct our search accordingly.

PLEASE NOTE that the more general your request, the more likely it is that there will be delay or even a refusal of the request. Delay may occur if your request covers a high volume of data or if we require additional information from you before we are able deal with the request. We may exercise our right under data protection law to refuse any request which is manifestly unfounded or excessive. Help us to help you avoid delay or refusal by being clear about the information you are seeking and, where applicable, the time period you want the search to cover.

4. If you would like a more general search, please select from one or more of the following:

Student Applications

Student and Academic Services – for information relating to applications and admissions, visa information, tuition fee data, bursaries and the like, information relating to any disciplinary cases, academic records, results and graduation details [TICK BOX]

Financial Services – for details of fee payments, payments for accommodation and any disputes over payments

The University Library – for details of borrowing and / or fines

The Academic School in which you are studying or in which you studied [Insert name of School / name of award / year of admission]

Other: Please be as specific as possible about the data being requested _____

Staff Applications

Human Resources – for your central HR file containing details of your initial application, any subsequent applications within the University, job changes, communications to and from HR, payroll data, pension information [TICK BOX]

Financial Services –payments details (e.g. expenses, travel claims) [TICK BOX]

The Academic School or Service in which you are / were employed –for any locally held HR records and personal development records. [TICK BOX]

Other: Please be as specific as possible about the data being requested

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/ the Data Subject's identity and it may be necessary to obtain more detailed information in order to verify identity and to locate the requested personal data.

Signed _____ Date _____

Please complete this form and send it to us either by post to The Data Protection Officer, Staffordshire University, College Road, Stoke-on-Trent ST4 2DE or by email to dataprotection@staffs.ac.uk. You may wish to consider the use of encryption software for scans of any identification documents you are submitting electronically if we ask you to send any.

OFFICE USE ONLY

Request received:

Notes:

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|------------------------------------------------------|
| <hr/> <hr/> <hr/> <hr/> <p>Date Completed: _____</p> |
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