

# Data Subject Access Request Form



1. Details of the person requesting the information

Full name .....  
Address .....  
.....  
Contact number .....  
Email address .....  
Relationship to the University College .....

2. Are you the data subject (the person whose information you are requesting)

Yes. If you are the data subject please supply evidence of your identity, eg student number, staff details, date of birth

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.....

Please go to question 5

No. If you are acting on behalf of the data subject you must provide the University College with written authorisation from the data subject before this request will be processed.

3. Details of the data subject (if different from no. 1 above)

Full name .....  
Address .....  
.....  
Contact number .....  
Email address .....

4. Please describe your relationship to the data subject

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.....

5. If you wish to see specific document(s) please describe them below (eg exam papers)

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6. If you would like a more general search carried out please supply a description of the data that is the subject of this request and any further information you think will assist us.

The University College will normally search the following areas for personal information.

For students/ex students: Registry, Accounts, Library, Student Support and the School you may have studied in.

For staff: Human Resources, Accounts and any School/Unit you may have worked in.

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7. Please advise if you have already requested any relevant data from the Schools or Units of the University College

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8. Declaration

I ....., certify that the information supplied on the data subject access request form is true. I understand it is necessary for the University College to confirm my/the Data Subject's identity and it may be necessary to the University College to obtain more detailed information in order to locate the correct information.

Signed ..... Date .....

9. Please return the completed for to:

Mrs Wendy Evans  
Data Protection & Freedom of Information Officer  
University College Plymouth St Mark & St John  
Derriford Road  
Plymouth  
PL6 8BH

10. Documents which must accompany this application:

- I. Evidence of the Data Subjects identity (if different from above)
- II. Evidence of the Data Subject's consent to disclose to a third party (if required as indicated above)
- III. A fee of £10, cheques made payable to University College Plymouth St Mark and St John

11. Please note that the University College 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).