

**SUBJECT ACCESS REQUEST FORM UNDER
THE DATA PROTECTION ACT 1998**

Are you a member or former member of staff? Yes/No

1. Details of the person requesting the information.

Full name

.....

Address

.....

.....

Telephone number

Fax Number.....

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 together with proof of the data subject's identity (please complete questions 3 and 4)

3. Details of the Data Subject (if different to 1.)

Full name

.....

Address

.....

.....

Telephone number

Fax Number

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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If you wish to see only certain specific document(s), for example a particular examination report, a specific departmental file etc, please describe these below:

.....

If you would like a more general search for your student file, please note that the University will normally automatically search the following sections for personal data:

Data Services, Library, Finance Office and the academic unit that you have studied with as part of your qualification. **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 |
|--|--------|
| University Information Centre | |
| Admissions | |
| Careers Service | |
| Counselling Service | |
| Disability Support | |
| Student Fees & Bursaries | |
| Personal data associated with a complaint you have made (please specify) | |

Other(s) Please specify below:

If CCTV search wanted please specify date(s) time(s) and location.....

Declaration

I, certify that the information given on this application form to the University of Wales, Newport 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 the Records and Information Manager, University of Wales, Newport, Caerleon Campus, PO Box 179, Newport, NP18 3YG. 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 a fee of £10 (cheques to be made payable to University of Wales, Newport)
- 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 on:

Form(s) of ID provided:

Fee collected: Cash – Cheque – Postal Order (Circle one)

Checked by:

Notes

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