*Subject to certain exemptions, the UK General Data Protection Regulation (GDPR) provides you with the right to request a copy of any personal data we hold about you, along with information about why data is processed.*

*If you wish to exercise this right, you can complete this form when submitting a Subject Access Request, although you are not obliged to do so in order to make a request, but by using the form it will make it easier for us to process your request more efficiently.*

We may need to contact you again to verify your identity or request further information needed to help us in our search.

# Personal Details of the Data Subject

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | | **Forenames(s)** | |  | | | **Surname** | | | |  | |
| **Previous Names (If Applicable)** | | | | | |  | | | | | | | | |
| **Date of Birth** | |  | | | **Student Number/Staff Payroll** *(If Known)* | | | | |  | | | | |
| **Relationship with University** | | **Current Student**  **Former Student** | | | | | | **Current Staff**  **Former Staff** | | | | | | |
|  | | | | |  | | | | | | | |
| **Other**  *(Please Specify)* | | | | | | | | | | | | |
| **Dates of Study or Employment** | | | | | | | **Start** |  | | | | **End** | |  |
| **Email** | |  | | | | | | **Telephone** | | |  | | | |
| **Address** | | |  | | | | | | | | | | | |

# Are you the Data Subject

**Yes**: I am the Data Subject – Please proceed to Section 4.

**No:** I am acting on behalf of the Data Subject – Please proceed to Section 3

## Proof of Identity

To ensure that nobody can access personal illegally, we require proof of identity.

* If you are requesting a copy of your own personal data, you must provide a proof of your identity (a copy of a passport, driving licence or I.D. card).
* If you are third party requesting personal data on behalf of someone else, you should describe your relationship with them and must provide written signed authority of the individual and proof of their identity.

If we are not satisfied you are who you claim to be, or your entitlement to access data, we reserve the right to refuse to grant your request.

# Contact Details of the Requestor (If different from above)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | | **Forenames(s)** |  | | | **Surname** |  |
| **Relationship with Data Subject** | | | | | |  | | | |
| **Email** | |  | | | | | **Telephone** | |  |
| **Address** | | |  | | | | | | |

# Requested Information

Core University Records

*In order to assist us with your request, please specify the information you require by ticking the relevant box(es).*

|  |  |
| --- | --- |
| Staff or Student Record  Occupational Health  Student Counselling  Disciplinary Records  Accommodation Records  Placement Records | Student Appeals and Complaints Record  Payroll Records  Library Records  Financial Records  Sports Records |

Emails

*Please specify the date range you would like to receive emails from and to along with the names of email account holder(s) (if known) that you believe hold emails “about you”.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Range** | **From** |  | **To** |  |

#### Named Email Accounts

Please note that simply asking for “*all emails held about me*” will require a search of all email servers and accounts. This will take longer to process than if you are able to provide named accounts and may impact on how soon you receive your response and in some cases it may require and extension to the time it takes to reply to your request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Email Accounts (Names or emails addresses)** | | | |
| 1 |  | 21 |  |
| 2 |  | 22 |  |
| 3 |  | 23 |  |
| 4 |  | 24 |  |
| 5 |  | 25 |  |
| 6 |  | 26 |  |
| 7 |  | 27 |  |
| 8 |  | 28 |  |
| 9 |  | 29 |  |
| 10 |  | 30 |  |
| 11 |  | 31 |  |
| 12 |  | 32 |  |
| 13 |  | 33 |  |
| 14 |  | 34 |  |
| 15 |  | 35 |  |
| 16 |  | 36 |  |
| 17 |  | 37 |  |
| 18 |  | 38 |  |
| 19 |  | 39 |  |
| 20 |  | 40 |  |

*(If you wish to submit more names, please continue on a separate sheet)*

CCTV Footage

*Please supply location(s), date(s) and time(s) and a description of you at the time of the recording so that we can identify you in the footage.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location(s)** |  | | | | |
| **Date(s)** |  | **Start Time** |  | **Finish Time** |  |
| **Description of you** |  | | | | |

Other Information Not Listed (*Please specify below)*

|  |
| --- |
|  |

# Declaration

I certify that the information given on this form is true. I understand that it is necessary for the University to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed ……………………………………… Date: ………………………………………

# Submitting your application form:

# When submitting your request, please ensure that you have: -

* Completed all relevant sections to the best of your ability
* Signed the declaration
* Enclosed relevant forms of identification
* Enclosed a copy of written authority from the Data Subject or written authority such as Power of Attorney *(if applicable)*

***Please return the completed form and supporting documents to:***

Data Protection Officer

Legal Services Team

Northumbria University

Pandon Building

Newcastle upon Tyne

NE1 8ST

Or you may wish to email it to [dp.officer@northumbria.ac.uk](mailto:dp.officer@northumbria.ac.uk)

*You will receive a response within a month of our receipt of the completed documentation. In some cases, where a request is particularly complex, this response may be a notification of a small fee or a requirement to extend the time it takes to respond*.