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| DATA PROTECTION ACT 2018  **SUBJECT ACCESS REQUEST FORM** | KeeleUni-RGB_Colour |

This form is designed to assist individuals with requesting information from Keele University under the provisions of the Data Protection Act 2018.

**Requesting information**

Describe the information you are requesting as clearly as possible, it is not enough to ask for “all information held”. The University may need to seek clarification if a request is unclear or too broad.

The more detail you can provide, the simpler it will be for us to try and answer it. Examples of the type of useful information may include:

* Whether it is likely to be held by a specific department
* Whether it is likely to be held with, or contained in, specific University documentation e.g. minutes of a Committee, annual report etc.

**Proof of Identity and of Address**

Proof of the Data Subject’s identity and address must be provided in order for a request to be processed. These can be:

* photocopy of passport, driving licence or birth certificate, together with;
* photocopy of a bill or statement dated within the last 3 months

**Format of Information**

You are entitled to say how you wish the information to be communicated to you. This may be in hard format, electronically, in the form of a digest or summary or by inspection at the University on a date and at a time to be mutually agreed between you and the University’s Data Protection Officer. It may not be possible to provide all information in the format requested.

### 1) APPLICANT DETAILS

|  |  |  |
| --- | --- | --- |
| **\* Surname:** | | |
| **\* Forename:** | | |
| **\* Address:**  Postcode: | | |
| **\* Email:** | | |
| **Telephone Number:** | | |
| **Student Number (if applicable):** | | |
| **\* Are you the Data subject?**  **(Please indicate)** | Yes  (please go to section 3) | No  (please go to section 2) |

*\* Denotes fields that must be completed to action your request.*

### 2) DATA SUBJECT DETAILS (if different from above)

If the applicant is acting on behalf of the Data Subject, written authority from the Data Subject **must** be enclosed, along with their identity documents.

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| **\* Surname:** |
| **\* Forename:** |
| **\* Address:**  Postcode: |
| **\* Email:** |
| **Telephone Number:** |
| **Student Number (if applicable):** |

*\* Denotes fields that must be completed.*

### 3) DESCRIPTION OF INFORMATION REQUESTED

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**4) FORMAT OF INFORMATION**

Please specify the format in which you would like the information to be supplied, eg. paper, email.

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**5) DECLARATION**

I am/have been authorised by, the data subject named in this form and request that Keele University provide me with a copy of the personal data described above. I understand that it is necessary for the University to confirm a Data Subject’s identity and enclose proof of such.

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Required accompanying documents:**

1. Photocopy proof of your identity
2. Photocopy proof of your address
3. Photocopy proof of the Data Subject’s identity and address, if different from above
4. Signed written authority of the Data Subject if you are acting on their behalf

We will only use the information you provide on this form to identify you and the personal data you are requesting, and to respond to your request. Once verified, the identity documents you have provided will be destroyed.

**Please send completed forms via email to** [**dpa@keele.ac.uk**](mailto:dpa@keele.ac.ik)**, or in hard copy to:**

Data Protection Officer

Governance Team

Student and Academic Services

Tawney Building

Keele University

Staffordshire

ST5 5BG