

## SUBJECT ACCESS REQUEST FORM

### General Data Protection Regulations Subject Access Request Form

Under the General Data Protection Regulations (“GDPR”) you can ask for copies of paper and computer records that the University holds, shares or uses about you. In order to deal with your request the University will ask for proof of identity and enough information to enable us to locate the personal data that you request.

Please complete this form and email it to [dataprotection@herts.ac.uk](mailto:dataprotection@herts.ac.uk) with a scanned copy of your proof of identity as detailed below. Alternatively you can post the completed form along with a photocopy of your proof of identity to *Data Protection Officer, Room LB156, University of Hertfordshire, College Lane, Hatfield, Hertfordshire, AL10 9AB*. We will acknowledge safe receipt and respond within 30 days.

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#### Section 1: Data Subject Details

Student                       Staff                       Other

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Student/Staff number: \_\_\_\_\_

#### Section 1.1: Requester Details

**Only fill this section in if you are making the request on behalf of someone else**

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Section 2: Information requested**

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. If possible, restrict your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate your data, for example, for e-mails, the names of senders and recipients and approximate dates.

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## **Section 3: Proof of identity**

To help us establish your identity please enclose/attach a copy of:

one of the following forms of ID:

- Passport
- Photo-card driving licence
- Birth or adoption certificate;

**AND**

one of the following proofs of address:

- Household utility bill
- Bank, building society or credit card statement
- Council tax bill
- Mortgage statement

This is to ensure that we are only sending information to the data subject or their representative and not to a third party. If none of these are available, please contact [dataprotection@herts.ac.uk](mailto:dataprotection@herts.ac.uk) for advice on other acceptable forms of identification.

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## **Section 4: Declaration**

I, \_\_\_\_\_, confirm that the information provided on this form is correct and that I am the data subject/represent the data subject. I understand that the University of Hertfordshire must confirm proof of identity and that it may be necessary to contact me/the data subject again for further information in order to locate the personal data requested. I also understand that my request will not be valid until all of the information requested is received by the University of Hertfordshire.

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

**Mrs S C Grant**  
Secretary and Registrar  
Signed: **25 May 2018**