

# DATA PROTECTION ACT 1998

## SUBJECT ACCESS REQUEST FORM

### Notes for Applicants

1. Under the Data Protection Act, an individual is entitled to be told if personal data are held about him/her and to be supplied with a copy of any such information with any necessary explanations of codes.
2. The request must be in writing and accompanied by the prescribed fee of £10 (made payable to the University of York).
3. The request must be accompanied by any necessary information/documentation to identify the enquirer (University card, proof of identity) and to locate the record required.
4. The University, as data controller, will comply with the request for disclosure within 40 days of receiving the request or, if later, of receiving the information referred to in (3) above. Special regulations apply with respect to examination results.
5. Please complete the following form and sign the accompanying declaration and submit, with your fee and proof of identity, to the University Records Manager at the address given below.

### **Your details as Data Subject**

Full Name (Block letters) .....

Address .....

.....

..... Postcode .....

Telephone no ..... Fax no .....

Email .....

*(If you are not the data subject, but are making a request on their behalf, please fill in their details above, sign the declaration, and complete the accompanying third party request form).*

DATA PROTECTION ACT 1998 — SUBJECT ACCESS REQUEST FORM

**Data Subject's status/relationship with the University**

*In order to help us verify your identity and locate your personal information, please complete the following questions as far as possible.*

(a) STUDENT

- Current student (please give year of study) .....
- Former student (please give date last registered).....

Course details .....

(b) STAFF

- Current staff
- Former staff (please state date employment ceased) .....

Department ..... Payroll Number .....

National Insurance Number ..... Maiden name .....

(c) OTHER

If neither student nor staff, what relationship have you had with the University and when?

.....  
.....  
.....

**Postal address to which your data should be sent (if different from address above)**

.....  
.....  
..... Postcode .....

## DATA PROTECTION ACT 1998 — SUBJECT ACCESS REQUEST FORM

### Your request

Please provide a description of the data that you are requesting, and any additional information which will enable us to locate it.

### Declaration

I ....., certify that the information given on this application form to University of York is correct. I understand that I will have to pay a fee and provide proof of my identity. I understand that the University must confirm my/the Data Subject's identity, and that it may be necessary for the University to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

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

Please return the completed form to University Records Manager, Borthwick Institute,  
University of York, Heslington, York, YO10 5DD.

Documents which must accompany your application are:

- i evidence of your identity (your University card, a copy of your passport, driving licence or birth certificate)
- 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 should be made payable to the University of York)

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).

DATA PROTECTION ACT 1998 — THIRD PARTY SUBJECT ACCESS REQUEST FORM

**NOTE:** If you are acting *on behalf of the Data Subject* you must have their signed, written authority to do so and you must enclose that authority with your request. Please complete this section with your details, as well as the above form, signing the declaration and taking care to submit the request with the appropriate fee and proofs of identity.

**Details of the Third Party requesting the information**

Full name .....

Address .....

.....

..... Postcode .....

Telephone number ..... Fax number .....

Email .....

**Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.**

.....

.....

.....

**Details of the Data Subject**

Full name .....

Address .....

.....

..... Postcode .....

Telephone number .....