**Subject Access Request Form**

Under the Data Protection Legislation, you or someone acting on your behalf are entitled to request a copy of your personal data that we may hold. If you would like to access the information we are holding about you please complete this form and return it to the address below.

Please ensure to include a scanned copy of two forms of identification including, one photo ID (e.g. passport/driving license) and one showing proof of address within the last three months (e.g. bank statement, utility bill). If you are a staff member or student of the University and submit the application using your University email address, only a copy of your photo ID is required.

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| **1. Details of Data Subject** |

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| --- | --- |
| **Title** |  |
| **Surname** |  | **First Name** |  |
| **Any other name by which you may be known (if applicable)** |  |

|  |  |
| --- | --- |
| **Contact Address** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **E-mail address** |  |
| **Telephone number** |  |

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| **Relationship to the University of Wolverhampton**  |
| **Current Student** |  | **Former Student** |  |
| **Current Member of Staff** |  | **Former Member of Staff** |  |
| **Other (please specify)** |  |

|  |  |
| --- | --- |
| **Student/Staff number (if applicable)** |  |

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| **2. Details of representative if you are acting on the data subject’s behalf please ask him/her to complete section 3, or provide written authority to demonstrate that you are acting on their behalf** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **First Name** |  |

|  |  |
| --- | --- |
| **Address** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **E-mail address** |  |
| **Telephone number** |  |

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| **3. Consent of the data subject for the applicant to gain access to personal data on their behalf** |

I ……….. hereby authorise University of Wolverhampton to release my person data to the person detailed in Section 2 of this form.

Signature: ……………………………………… Date: ………………………………..

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| **4. Details of information being requested (if the information you are seeking is not listed below please provide full details in the other information section)** |

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| **Electronic data (this will provide the search parameters for your request)** |
| Names of people who may hold your personal data and the faculty/directorate/team |  |
| Date range e.g. (01/02/2020 – 03/04/2020) |  |
| Information to be excluded from search – (e.g. emails sent to and from yourself) |  |
| Additional Information (Please let us know any details you may have which will help us to locate the information you require |  |

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| **5. Preferred means of access (material will be sent electronically unless otherwise indicated)** |

Please indicate in relevant box

      Collect from Legal Services       Copies to be sent by recorded delivery

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| **6. Notification** |

 **Declaration**

I ……………….. declare that the information given is correct and that I am entitled to apply for access to the personal data detailed in this form under the Data Protection Act 2018.

Signature: ............................................................................ Date: .....................................

Anyone who impersonates another individual to gain access to his or her information may be guilty of an offence under Data Protection Legislation.

The University of Wolverhampton will use the information provided for the purpose of dealing with your request.

**Returning This Form**

The completed form and supporting documents should be returned to University of Wolverhampton using one of the following methods:

**Email:** **dataprotection@wlv.ac.uk**

**Post:** Information Governance Team, Offices of the Vice-Chancellor, Legal Services, University of Wolverhampton, Wulfruna Street, Wolverhampton, WV1 1LY

**Enquires to the Information Governance Team**

**Telephone**: 01902 321000

**Email**: **dataprotection@wlv.ac.uk**

**Post**: Information Governance Team, Offices of the Vice-Chancellor, Legal Services, University of Wolverhampton, Wulfruna Street, Wolverhampton, WV1 1LY