

Subject Access Request form

For use when requesting your personal data under article 15 of the General Data Protection Regulation

1. Details of the person requesting the information

Full name
Address
.....
.....Postcode

2. Are you the data subject?

The **data subject** is the individual to whom the information requested relates.

Please tick as appropriate

YES. If you are the Data Subject please supply the following evidence so that we can check that we are releasing the data to the correct person. Evidence required:

- your date of birth
- your staff payroll number (if a member of staff)
- your student ID number (if a student)
- details of the area of the University in which you work / study
- copy of photographic ID e.g. passport, driving licence or other photo ID – this can be sent to data-protection@port.ac.uk

NO. If you are acting on behalf of the Data Subject, you must be in possession of, and provide a copy to the University of, written authorisation from the Data Subject to obtain their personal data, before this request will be processed. The University will still require to see confirmation of the identity of the Data Subject, or verification from you that you have confirmed the identity of the Data Subject. Please attach these documents to this form before submitting to the University or send electronic copies of the documents to data-protection@port.ac.uk.

Details of the Data Subject

Full name
Date of birth
Address
.....
.....Postcode

Please describe your relationship to the Data Subject.

.....
.....

3. Search details

3.1 If you wish to see only certain specific information about yourself, for example, a particular examination report, a specific departmental file etc, please describe this below in as much detail as possible, providing identifying information, including dates:

.....
.....

3.2 If you would like a more general search, please note that in the case of students and members of staff, the University will automatically search the following departments for personal data relating to you / the Data Subject:

Where the data subject is / was a student registered with the University:

Department of Student and Academic Administration (DSAA), Library, Financial Services, Student Finance Centre and the School or department in which the course was studied

Where the data subject is / was a member of our staff employed by the University

Human Resources, Financial Services, the department or school in which you are / or were employed

Please tick, in the table below, any other sections / departments that you have been in contact with which you would like to be searched for relevant data.

If you have not studied here or been employed by the university then please tick any of the boxes against departments / services that you would like to be searched for relevant data.

Section	Search	Section	Search
Academic Development (for staff)		Learning & development – for staff	
Academic Skills Unit (ASK)		Marketing and Communications	
Additional Support & Disability Advice Centre (ASDAC)		MyPort	
Board of Governors		Occupational Health Service (for staff and students on placements)	
Catering Services		Planning	
Chaplaincy		Purple Door Careers & Employability	
Conferences & Lettings		Records Management	
Department for Curriculum and Quality Enhancement (DCQE)		Research & Innovation Services	
Department of Student and Academic Administration (DSAA)		Residential Services (Halls of Residence)	
Environment		Security & Surveillance	
Equality & Diversity		Sport & Recreation	
Estates & Campus Services		Student Finance centre	
Finance		Student Housing, including Student & Neighbour Liaison	
Global Office		Student Placement & Employability Centre	
Graduate School		Student Wellbeing Service	
Health & Safety		University Executive Board	
Human Resources		University Library	
Department for Curriculum and Quality Enhancement (DCQE)		University Nursery	
Information Governance		University Secretary	
Information Services		Vice-Chancellor's Office	

Please note here details of any other departments / services you want to include in the search if you do not see them named above (or do not know their names)

.....
.....

4. Please confirm whether you wish to receive your personal data in electronic or paper form.

4.1 If you select the electronic option, you will be sent an email with a link to a Google Drive folder to which only you and the member of the Information Disclosure team will have access.

4.2 If you select the paper option, your personal data will be sent to you via first class recorded delivery post, to the address you provided in Section 1 above.

4.3 Please indicate your choice:

Link to data held in a Google Drive folder

.....

Data sent by first class recorded delivery post

Declaration

I,, certify that the information given on this application form to the University of Portsmouth is true. I understand that it is necessary for the University to confirm my / the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed Date

You may download this form, complete it and send it with your proof of identity to the **Information Disclosure Manager, at University of Portsmouth, St Andrew's Court, St Michael's Road, PO1 2PR** or by email to data-protection@port.ac.uk .

Documents which must accompany this application are:

- i) Evidence of the Data Subject's identity
- ii) Evidence of the Data Subject's consent to disclose their personal data to a third party (if required as indicated above)