

## MAKING A REQUEST FOR A COPY OF YOUR PERSONAL DATA

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If you wish to request a copy of your personal data, known as a Subject Access Request (SAR) this must be made in writing (this includes email) to the Data Protection Officer (DPO). To help the DPO with the request and to ensure that your request is processed quickly, please follow the guidance below, which includes the following:

- Option to download and complete our Subject Access Request form\* (see below)
- Request for photocopy of suitable personal identification (e.g. driving licence or passport)

**\*Note:** whilst completion of our Subject Access Request form may enable us to process your request more quickly it is not mandatory to use this form, provided you give us sufficient information to enable us to locate the information required.

Your SAR request and supporting documentation should be sent to:

Data Protection Officer  
University of Suffolk  
Neptune Quay  
Ipswich  
Suffolk  
IP4 1QJ

**Or,**

If the information is in digital format, it can be emailed to [dataprotection@uos.ac.uk](mailto:dataprotection@uos.ac.uk)

The more specific you can be when outlining what data you want to see the better as this can help us locate and gather it.

### Timescale for responding to a SAR

We are required to respond within 1 month of receipt of the request, though we will always try to respond as quickly as possible.

If the data requested is located and can be released, we will do so in the format you have requested e.g. by post, electronically.

In some exceptional cases, we may not release the information, or the information in its entirety. This may be because the data is subject to an exemption under data protection legislation or if doing so will release personal data relating to other individuals. If this is the case, you will be provided with an explanation.

University of Suffolk  
SUBJECT ACCESS REQUEST FORM

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1. Personal Details of Subject

Title	Forename(s)	Surname
Any previous name known to the University		
Date of birth	Current telephone number	
Current Address	Current email address	
Relationship to University	Start and end dates of employment /education at the University of Suffolk	
Student/Staff ID number and School/Department		
Any other information that could help identify/locate your personal data		

2. Alternative Contact Details (third parties only)

Only complete this section if you are **not** the data subject and are requesting information relating to the data subject on their behalf (*also see section 4 below*)

Please note if we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Title	Forename(s)	Surname
Address	Telephone number	
	Email address	
Relationship to data subject		

### 3. Records Required

**(PLEASE COMPLETE ALL SECTIONS)**

**A.** Please tick the category into which your enquiry falls

Category	<input checked="" type="checkbox"/>
Academic marks or course work details	<input type="checkbox"/>
Disciplinary records	<input type="checkbox"/>
Grievance records	<input type="checkbox"/>
Other HR related documents	<input type="checkbox"/>
Health and medical matters	<input type="checkbox"/>
Political, religious or trade union information	<input type="checkbox"/>
Personal details, e.g. name, address and date of birth	<input type="checkbox"/>
Other (please specify or describe if possible)	<input type="checkbox"/>

**B.** Please describe the information you seek in as much detail as possible. This will help us to identify the information you require. For example, 'Information relating to me contained in the Assessment Board meeting of ...' or 'emails about me relating to x matter sent by A.N. Other between [month] and [month] 20xx'.

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**C.** Schools / Departments to search

Please tick below which (if any) of the following schools/departments the documents you are seeking may be found or which you would like us to search.

Section / Department	Search ( <input checked="" type="checkbox"/> )
Your School or Department	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Admissions	<input type="checkbox"/>
Finance and Planning	<input type="checkbox"/>

Learning Services	
Vice Chancellor's Office	
Registry Services	
Alumni	
Marketing	
Student Services	
Estates	
IT Services	
Research and Enterprise Services	
Other (please specify if possible)	

#### 4. Identity

If you are requesting personal data of which you are the data subject you must supply a photocopy of proof of identity with this form, such as passport, driving licence or University ID card, and,

If you are requesting personal data on behalf of a subject you must describe your relationship to the data subject and supply:

- (a) Written signed authority of the data subject;
- (b) A photocopy of proof of the data subject's identity with this form, such as passport, driving licence or University ID card.

**Warning:** A person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

#### 5. Declaration

I certify the information provided in this form is accurate to the best of my knowledge. I accept that the University will take reasonable steps to establish identity prior to release of personal data.

I request that the University provides me with a copy of personal data relating to the subject named in Section 1 of this form.

I enclose the following:

- A photocopy of the data subject's proof of identity;
- Written and signed authority of the data subject (third parties only).

**Signed:** .....

**Please print name:** .....

**Date:** .....