

## University of St Andrews

### Subject Access Request Form

Data protection legislation (the General Data Protection Regulation (“the GDPR”) and the Data Protection Act 2018), provide individuals with the right of access to their personal data. This form is to be used by individuals who wish to find out what personal data, if any, the University is holding or making use of, that relates to them. Completion of this form is not compulsory but is designed to help individuals in providing the University with the information needed to deal with requests. As the University can process large amounts of personal data, it may be necessary for us to ask for more information from requestors to identify the personal data that they seek.

In normal circumstances the University will respond to a subject access request without undue delay and at the latest within one month of receipt. There are circumstances where the University can seek additional time to make a response, up to 2 months, where requests are complex. If additional time is required the University will confirm why an extension is necessary, within 1 month of receipt of the request.

#### **Proof of identity**

In some instances, the University will require proof of identity, before a subject access request can be progressed and any personal data of relevance are made available. Proof of identity should include a copy of **2** of the following documents where a request is made by telephone or via an email address other than one issued by the University: birth certificate, driving licence, passport, recent utility bill, and bank statement.

Where a subject access request is made via a personal University email address then it may not be necessary for proof of identity to be provided. However, if there is any doubt over the identity of a requestor then proof of identity will be requested.

#### **About you: details of the person making the subject access request**

Family name/surname	
First name(s)	
Date of birth	
Relationship with the University e.g. current/former student	
University student or staff ID number	
Address	
Telephone number	
Email address	

## Who is the data subject i.e. the person whose personal data is being requested?

Please choose from one of the options, listed, below and then follow the instructions which follow it.

<b>YES</b>	I am the data subject i.e. I seek my own personal data. Please go to ' <b>What personal data am I seeking</b> ', below.
<b>NO</b>	I am acting on behalf of the data subject; I am authorised to represent them and have proof of that. Please go to ' <b>Details of the data subject</b> ', below.

### Details of the data subject

Family name/surname	
First name(s)	
Date of birth	
Relationship with the University e.g. current/former student	
University student or staff ID number	
Address	
Telephone number	
Email address	

Before starting a subject access request where the requestor is not the data subject, the University requires evidence that the person whose personal data is being sought, has given their authorisation for another individual to act on their behalf.

The following is required as proof of authorisation:

- A letter, signed by the data subject that expresses their wish to be represented by another person; and
- Proof of the requestor's identity, see the documentation listed in **Proof of identity**, above.

### What personal data am I seeking?

Please describe the personal data that you are seeking; providing any relevant details you think will help the University to identify the personal data you require.

Details that can help may include:

- Dates and times of relevance;
- The names of individuals who may have created or made use of the personal data;
- Schools/Services who featured in the creation and/or use of personal data;
- Specific documents and/or records.

**What personal data am I seeking?**

### **Information about the collection and use of personal data**

If you do not want information about any of the following, please let us know by deleting one or more of the options listed below.

- |                                                      |
|------------------------------------------------------|
| • Why the University has processed the personal data |
| • With whom was the personal data shared             |
| • The source of the personal data                    |

### **Declaration**

I confirm that the information given on this form to the University of St Andrews is true and that I have the right to provide this. I understand that it may be necessary for the University to confirm the identity of those noted herein, and that it may be necessary to obtain more detailed information in order to locate the personal data that is sought.

<b>Signed</b>	<b>Date</b>
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**On Completion, please return the form via email to the Information Assurance and Governance team – [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk).**

**If you wish to make your submission via post, this should be addressed to:**

June Weir  
Information Assurance and Governance Officer  
Office of the Principal  
Butts Wynd Building  
Butts Wynd  
St Andrews  
KY16 9AL