



DATA PROTECTION ACT 1998

SUBJECT ACCESS REQUEST FORM

The Data Protection Act 1998 requires that the University keeps secure the personal data it holds and discloses it only to those people who are entitled to it. If you are making a request for personal data under the provisions of the Act, you must fill out this form and provide the evidence of identity requested.

The University is obliged to reply promptly and, in any event, within 40 days, provided that you have paid any required fee and supplied the necessary information to confirm your identity and to locate the data.

**1. Details of the person requesting the information.**

Full name .....

Address .....

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

Email .....

Relationship with the University (eg staff, student etc) .....

Staff or Matriculation number .....

**2. Are you the Data Subject?**

**YES** if you are the Data Subject please supply evidence of your identity i.e. staff ID card, driving licence, birth certificate (or photocopy) and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).

**NO** are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4)

**3. Details of the Data Subject (if different from 1.)**

Full name .....

Address .....

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

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

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**5. Please tick the appropriate box below if you would like a general search of:**

**The Academic Registry**

**Human Resources**

**6. If you wish to see specific documents, or material only from a specific school or unit, please give details below.**

**7. Time Period**

Please indicate the time period which you would like your request to cover.

If you want a CCTV search to be conducted, please specify date(s), time(s) and location(s).

## Declaration

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

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

Please return the completed form to Alison Aiton, Data Protection Co-ordinator, IT Services, Butts Wynd, St Andrews, Fife , KY16 9AL. Documents which must accompany this application are:

- i evidence of your identify
- 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 to be made payable to the University of St Andrews)
- v stamped addressed envelope for return of proof of identity/authority documents, where appropriate

## Subject Access Requests – the Role of the Data Protection Co-ordinator

The Data Protection Co-ordinator's role is to act as a neutral point of contact between a Data Subject and the members of the School/Unit which is to be searched for data.

On receipt of a properly completed Subject Access Request, s/he will send a form to each School/Unit specified by you, requiring them to supply the data within 14 days [2 working weeks.]

When s/he receives these files, s/he is responsible for checking them to ensure that no other individual's personal data is included. If there is such 'third party' data, it will be deleted before the document is passed on to you.

Once you are satisfied that you have received all your data, the Data Protection Co-ordinator will ask you to sign a form confirming that this is the case.

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\* Payment can also be made electronically by going to <https://onlineshop.st-andrews.ac.uk/> and choosing Product Catalogue, then University Services and Facilities, then Data Protection.