

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:

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 dpo@glyndwr.ac.uk

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 dpo@glyndwr.ac.uk

Details of the Data Subject

Full name

Date of Birth

Address

.....

**Postcode**

Please describe your relationship to the Data Subject.

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.....

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:

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3.2 If you would like a more general search, please note that in the case of 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 member of our staff employed by the University Human Resources, Financial Services, the Department or Faculty 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 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
Marketing & Communications			
Vice Chancellors Office			
Human Resources			
Strategic Planning & Student Services			
Academic Registry			
Information Services			
Health and Safety			
Estates and Campus Management			
FAST			
FSLS			

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)

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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 Glyndŵr University 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 Data Protection Officer at Glyndŵr University, Mold Road Wrexham LL11 2AW or by email to dpo@glyndwr.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*)