

UNIVERSITY OF HUDDERSFIELD

DATA PROTECTION LEGISLATION – SUBJECT ACCESS REQUEST FORM

An individual is entitled to be told if their personal data is being processed by the University of Huddersfield and, where that is the case, access to the personal data and other information relating to the processing of that personal data by the University.

The individual is also entitled to receive a copy of their personal data, which this form facilitates.

If you have any queries whilst completing this form, please contact the University Data Protection Officer, Tel 01484 473000, e-mail: data.protection@hud.ac.uk.

Further information about Data Protection legislation is available from The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or www.ico.org.uk.

Please complete clearly in BLOCK LETTERS.

Surname:	Forename:
Address:	
Previous name used at time of contact with University:	
Telephone Number:	
Email:	

Please supply evidence of your identity, e.g. campus card, driving licence, passport (or photocopies). Documents will be returned to you once your identity has been verified.

INFORMATION SOUGHT	
<i>Students (current or former)</i>	
ID No.:	
Name of Course 1:	
Date started:	Date left:
Name of Course 2:	
Date started:	Date left:
<i>Staff (current or former)</i>	
Department (s):	
Date started:	Date left:

Unless you specify otherwise, the University will usually undertake a general search for personal data in the following areas:

For students or former students, the University will normally search:

- any School(s) in which you have studied as part of your course(s); and
- the following Services: Registry, Student Finance Office, Computing & Library Services, Student Services, International Office, Research & Enterprise, Marketing, Communications & Student Recruitment, Vice-Chancellor's Office

For staff or former staff, the University will normally search:

- any School(s)/Service(s) in which you have been employed; and
- the following Services: HR & Payroll, Computing & Library Services, Office of Health & Safety, Occupational Health.

For people external to the University a general search of the applicable Schools/Services will be undertaken in line with the above.

Please tick below to indicate any additional areas to be searched.

Section	Search	Section	Search
Security*		International Office	
Sports Centre		Occupational Health	
Office of Health & Safety			

*CCTV: further information will be required including date(s), times(s) and location(s).

Alternatively, if you only wish to see specific document(s), please describe the information you are seeking e.g. a particular report, specific departmental file, academic marks, etc.

I certify that the information given on this application form to the University of Huddersfield is true. I understand that it is necessary for the University to confirm my identity and it may be necessary to obtain more detailed information from me in order to locate the correct data.

Signature:	Date:
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This form should be sent to: Data Protection Officer, University of Huddersfield, Queensgate, Huddersfield HD1 3DH.

Also required with this application form are:
i) evidence of your identity

Please note that the University reserves the right to obscure or suppress information that relates to third parties.

Office Use

Request Received
 Date completed

Identification checked

