****

**Subject Access Request form**

For use when requesting access to your personal data held by the University of Birmingham

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

Full name .................................................................................................................................

Address ....................................................................................................................................

...................................................................................................................................................

..............................................................Postcode .....................................................................

Telephone........................................................Email ...............................................................

**2. Are you the data subject?**

The **data subject** is the individual to whom the information requested relates. The University must ensure that personal data is only released to the appropriate person.

Please tick as appropriate:

**□ YES.** If you are the Data Subject please complete question 3 and provide the evidence set out in question 3 so that the University can authorise release of the data to the correct person.

**□ NO.** If you are acting on behalf of the Data Subject, please supply the information set out in questions 3 and 4

In both cases, please complete questions 5 and 6.

**3. Details of the Data Subject**

Full name ..................................................................................................................................

Date of birth (only required if you are under the age of 16) …...................................................

Address .....................................................................................................................................

...................................................................................................................................................

..........................................................................Postcode .........................................................

Student ID/Staff payroll number (if applicable) …………………………………………………...

University School or Department…………………………………………………………………….

Please send a copy of photographic ID e.g. passport, driving licence or other photo ID to dataprotection@contacts.bham.ac.uk in support of your application.

**4. If you are not the Data Subject**

Please describe your relationship to the Data Subject, or the legal basis for requesting the Data Subject’s personal data?

...................................................................................................................................................

...................................................................................................................................................

In addition to the information requested in question 3 above relating to the Data Subject, you need to provide the Data Subject’s written consent for you to make this request on their behalf and for us to release their personal data to you.

Please send documents to:

* **Information Compliance Manager, Legal Services, The University of Birmingham, Edgbaston, Birmingham B15 2TT or**
* **Email** dataprotection@contacts.bham.ac.uk in support of your application

**5. Search details**

5.1 If you only wish to access 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:

...................................................................................................................................................

...................................................................................................................................................

...................................................................................................................................................

5.2 If you would like a more general search, please note that:

* In the case of members of staff and former members of staff the University will normally request information held on your central HR file and by the School/Department in which you are/were employed.
* For students and former students the University will normally provide a copy of the information held centrally by the School(s) in which they studied. Please indicate separately below if you are asking for information that you believe is held by personal or welfare tutors.

If you require additional or more specific information, please check the table below, indicating those areas of the University that you believe hold information relevant to your request.

Please indicate which departments or services you believe hold information relevant to your request.

**□** Academic Services

□ Birmingham International Academy

□ Library Services

□ Student Affairs – Student Services

□ Student Conduct

□ Counselling and Wellbeing

□ Disability Services

□ Mental Health Team

 Personal Tutor

 Welfare tutor

□ Chaplaincy

□ Development and Alumni Relations

□ Estate

□ Admissions

□ International Relations

□ Student Recruitment and Marketing

□ International Recruitment

□ Outreach

□ Finance Office

□ Hospitality and Accommodation Services

□ Human Resources

□ Occupational Health

□ IT Services

□ Legal Services

□ Planning Office

□ Vice Chancellor’s Suite

Please identify the type of information you believe these departments hold.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

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)

...................................................................................................................................................

...................................................................................................................................................

5.3 If you wish to access staff emails that you believe contain personal data about you, please identify below the individual members of staff whose email concerned. It should be noted that the University normally asks members of staff to search their own email accounts for data and forward that data to the Information Compliance Manager.

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Please include the time frame for the search (ie, the dates between which the emails are likely to have been sent or received), key words to be searched against.

………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Do you wish us to provide you with copies of any emails which meet your search criteria which were sent to you, or by you, or which you were copied into?

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

**6. Please confirm whether you wish to receive your personal data**

**□**electronically on an encrypted memory stick (it will be your responsibility to ensure that you have the correct software to open the data), or

**□**paper form (this will normally be provided by ‘signed for’ mail).

You may download this form, complete it and send it with your proof of identity:

* to the **Information Compliance Manager, Legal Services, University of Birmingham, Edgbaston, Birmingham B15 2TT or**
* **by email to** **dataprotection@contacts.bham.ac.uk**

Documents which must accompany this application are:

1. Evidence of the Data Subject’s identity
2. Evidence of the Data Subject’s consent to disclose their personal data to a third party (if required as indicated above)3

Signed