

DATA PROTECTION : SUBJECT ACCESS REQUEST

This form is designed to assist the process of making a subject access request and may help to speed the process up. However, it is not mandatory and all subject access requests made in other formats will also be processed.

GUIDANCE

Please read before filling in the Subject Access Request Form.

What information does the University hold?

The University of Westminster holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about you and your relationship with the University whether staff, student or member of the public.

However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies. For more information about this process please see our webpages at <https://www.westminster.ac.uk/about-us/our-university/corporate-information/information-compliance-and-records-management/records-management>

When requesting information about you from the University, please consider where it is likely to be held and whether it is likely to be held at all. Please give the Information Compliance Team as much assistance as possible in order to locate your information.

How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Act, and have provided sufficient information, you should receive a response within one month from the date that we accept your application for processing.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker response.

What happens to the information I provide?

The information you provide in the form below is used solely for the purposes of confirming your identity to enable us to search for your personal data. We hold this information for three years after the last action in line with our records retention schedule.

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SECTION 1

Are you the Data Subject? (The individual who is the subject of the required information) Please tick the appropriate box and follow the instructions.

- ☐ **YES** If you are the Data Subject please supply photocopied evidence of your identity i.e. a photocopy of your University staff/student identification card, passport or diving licence.
- ☐ **NO** If you are acting on the behalf of the Data Subject, please provide evidence of the data subject's authorisation for you to act on their behalf and provide a photocopy of their University staff/student identification card, passport or driving licence.

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SECTION 2

Details of the Data Subject to enable confirmation of identity

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| Surname: | |
| Former Surname: (if applicable) | |
| First Name(s): | |
| Email Address: | |
| Address (including post code) if you wish any personal information held about you to be sent to this address | |
| ID Card number for student and staff members: | |
| Any additional information that may help identify your relationship with the University, eg. When you left the university, how we may have come to hold your information | |

SECTION 3 - Please specify the locations below where you require a search for the appropriate records:

| | |
|------------------------------------|--|
| Academic Registry (Please specify) | |
| Human Resources | |
| Finance | |
| IT (Please specify systems) | |
| Other location | |

SECTION 4

In the box below, please supply any detailed information on specific locations, the types of documents you would like to be searched (e.g. minutes of meetings, emails) and a date range for the information you require. Please continue on a separate sheet if necessary.

SECTION 5

To be completed by all applicants:

I, (Print Name)

Certify that the information given on this form is true. I understand that it is necessary for the University of Westminster to confirm my/the Data Subject's identity and that it might be necessary to obtain more detailed information from me in order to locate the correct information.

Signed:

Date:

Documents that must accompany this application:

- Evidence of the Data Subject's identity
- Evidence of the Data Subject's authorisation to disclose to a third party (if needed)

Data Protection Act 2018

The information on this form will be held in accordance with the Data Protection Act 2018. The University of Westminster is notified as Data Controller under the Act.

Please note that the University of Westminster reserves the right under the Data Protection Act 2018 to suppress or remove information relating to third parties.

Please return the completed form and copy ID to:

Information Compliance Team
4th Floor
309 Regent Street
London
W1B 2HW

Email: dpa@westminster.ac.uk

For any related enquiries please contact the Information Compliance Team at the address or email above or telephone 0207 911 5158 or 0207 911 5000 ext. 66288 or x66324