

### **Data Protection : Subject Access Request Process**

The applicant wishing to make a Subject Access Request under the Data Protection Act can download a Subject Access Request Form from the University's website at:

<http://www.westminster.ac.uk/about-us/our-university/information-compliance/data-protection/subject-access-request>

Please ensure that as much detail as possible is given on the form regarding the information you are seeking. The University of Westminster is a very large organisation and any additional details will assist us in locating the information you require more efficiently.

Once completed, return the form enclosing consent where required and copy ID to the Information Compliance Team at:

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

Email: [dpa@westminster.ac.uk](mailto:dpa@westminster.ac.uk)

The completed form will be used to undertake a search for the information requested. The Data Protection Act stipulates that we have one month in which to respond to Subject Access Requests.

If you have any further questions or require more information regarding your right to access personal information held by the University of Westminster you can contact the Information Compliance Team at the above addresses or:

Telephone: 0207 911 5158

Or 0207 911 5000 ext. 66288 or 66324