

UCSU Subject Access Request Form

Version number: 1.0

Document Owner: Data Protection Officer

Last Revised: May 2018

Review Date: July 2018

This document is to be reviewed biannually (January and July)

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf.

To help with the request and to ensure that your request is processed quickly please complete this form if you wish to see your data. The more specific you can be when outlining what data you want to see the better as this can help us locate and gather it. You will also need to provide proof of your identity.

Please note that whilst completion of our Subject Access Request form may enable us to process your request more quickly it is not mandatory to use this form, provided you give us sufficient information to enable us to locate the information required.

Your request will be processed within one month upon receipt of a fully completed form and proof of identity, though we will always try to respond as quickly as possible.

If the data requested is located and can be released, we will do so in the format you have requested e.g. by post, electronically.

In some exceptional cases, we may not release the information, or the information in its entirety. This may be because the data is subject to an exemption under data protection legislation or if doing so will release personal data relating to other individuals. If this is the case, you will be provided with an explanation.

Your SAR request and supporting documentation should be sent to:

FAO: Students' Union Data Protection Officer
University of Chichester Students' Union
Bishop Otter Campus
College Lane
Chichester
West Sussex
PO19 6PE

We do not accept these requests by email so we can ensure that we only provide personal data to the right person.

Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Section 1: Data Subject

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title:	Mr [] Mrs [] Ms [] Miss [] Other []
Surname/ Last Name:	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Day Time Telephone Number (s)	

Identification:

I am enclosing the following copies as proof of identity:

Birth Certificate [] Driving Licence [] Passport [] Official letter to my address []

Personal Information

If you only want to know what information is held in specific records please indicate in the box below. Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know the current name of the department just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

<p>Details:</p>
<p>Employment Records If you are now; or have been employed by the University of Chichester Students' Union and are seeking personal information in relation to your employment please provide details of your Department, Role and Dates of employment.</p>
<p>Details:</p>

Section 2: Representation

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title:	Mr [] Mrs [] Ms [] Miss [] Other []
Surname/ Last Name:	

First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Day Time Telephone Number (s)	

Identification:

I am enclosing the following copies as proof of identity:

Birth Certificate [] Driving Licence [] Passport [] Official letter to my address []

<p>Relationship to the data subject Please describe below your relationship to the data subject (e.g. parent, carer, legal representative):</p>
<p>Authorisation I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:</p> <p>[<input type="checkbox"/>] Letter of authority [<input type="checkbox"/>] Lasting or enduring power of attorney [<input type="checkbox"/>] Evidence of parental responsibility [<input type="checkbox"/>] Other: _____</p>

Section 3: Declarations

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that the University

of Chichester Students' Union is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:	
Signature:	
Date:	

OR (if applicable)

Authorised Declaration:

I confirm that I am legally authorised to act on behalf of the data subject. I understand that UCSU is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:	
Signature:	
Date:	

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

Section 4: Actions

I wish to:

- Receive the information in electronic format
- Receive the information by post*
- Collect the information in person
- View a copy of the information only
- Go through the information with a member of staff

**Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.*