

UNIVERSITY OF HUDDERSFIELD

DATA PROTECTION ACT 1998 – SUBJECT ACCESS REQUEST FORM

An individual is entitled to be told if data are held about them and to be supplied with a copy of such information. There is a £10 charge for each subject access request.

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

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

Please complete clearly in BLOCK LETTERS.

Surname:	Forename:
Address:	
Previous name used at time of contact with University:	
Telephone Number:	
E-mail:	

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: Admissions and Records, Registry, Student Finance, Computing & Library Services, Student Services.

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 and 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*		Office of Health & Safety and Occupational Health	
Sports Centre		International Office	
Vice-Chancellor's Office			

*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:

This form should be sent to: University Solicitor, University of Huddersfield, Queensgate, Huddersfield HD1 3DH.

Also required with this application form are:

i) evidence of your identity

ii) a fee of £10 (cheques payable to the University of Huddersfield)

Please note that the University reserves the right to obscure or suppress information that relates to third parties (under Section 7 of the Data Protection Act 1998).

Office Use
Request Received
Date completed

Identification checked
Fee Received