

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

Please complete this form if you want us to supply you with a copy of personal information or data which we hold about you and to which access is offered under the Data Protection Act 1998.

There is no charge for this and under the terms of the act we will respond with 40 days of the date received

Please complete the following:

Full Name – as it was at the time you were a member of staff or student:

Address:

Date of birth:

Student Number (if known):

Please describe as accurately and specifically as possible the information held which you are seeking – this will help us process your request:

Any other information which might assist us in meeting your request:

We may seek additional information from you if we need clarification

There is no charge for this however if your request is unfounded or excessive or repeats previous requests then there may be an administrative charge – you will be informed of this as soon as we are able to confirm the nature of your request.

Signed:

Full Name:

Date:

If you would like a response via email please supply your email address here:

The completed form should be returned to:

Rachel Page, Head of Data Compliance and Records Management, University of Brighton, Mithras House, Lewes Road, Brighton BN24AT  
01273 642404  
[e-mail : dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk)

## General Notes

- We will require proof of your identity so that we release the information to the correct person – please supply a copy (not the original) – your student or staff ID (uni card), pages of identification from your passport or your driving license.
- We will respond as soon as possible, and in all cases within 40 calendar days of receipt of your request. If we require further information from you to locate the data which you have requested, we will inform you as soon as possible, and the 40 day deadline will commence from the date when we receive the information from you.
- We have the right to refuse to supply your data – if for example the effort in doing so would be disproportionate, or if we have already provided information of a similar nature to you and a reasonable time period has not elapsed since your previous subject access request. If this is case we will let you know as soon as possible
- If the University of Brighton holds no data about you, you will be informed of this. You will also be informed of any cases where data about you have been withheld and the reasons for this, including the relevant exemptions.
- We have a duty to protect the data of others – any information which does not relate to you will be redacted (blacked-out) – this would include circumstances where another person is mentioned.
- We will not disclose information by fax or telephone.
- If you are unhappy with the handling of your response you can discuss this informally with the Head of Data Compliance and Records Management, should you wish to seek a review of your request, please write to Mr S Dudderidge, Registrar and Secretary, Mithras House, Lewes Road, Brighton BN2 4AT. If this fails to resolve the matter then you have the right to apply to the Information Commissioner for a decision.
- A record of this request will be retained by the Data Protection Officer