Data Protection Act 2018  
Subject Access Request

**Please read the following information carefully before completing the form below.**

This application form should be used by members of the public who want to apply for access to personal data held by the University of Bristol.

Under Part 3 of the Data Protection Act 2018 (DPA 2018) individuals have the right to access their personal data and supplementary information, subject to certain restrictions.

**Please note:** Although you are not required to complete any section of the form to exercise your right of access, you must as a minimum supply (in any format) enough information to process your request. Failure to provide sufficient information may limit our ability to locate data relevant to your submission and it may result in a determination that your request is excessive. To prevent delays you are advised to provide as much information related to your request as possible. You may be contacted for further details or to clarify the scope of your request.

## Third Party Applications

We can only supply your personal data to you. Should you be making an application on behalf of any other person (third party), please ensure you enclose an original letter of authorisation from that individual (the person who the information is about). Please also ensure that this individual has signed the application form and provided their identification documents.

**Address Details**

You are asked to provide proof of your residential address as stated on this form. This is the address where your information will be sent unless an alternative delivery address has been provided on this form at the time of making your original application.

If you currently use a Post Office Box address as your main address for receipt of mail and consequently do not have proof of address as listed above, please supply copies of the Post Office box contract agreement or billing details to support your application.

**Contact Us**

If you require further information or advice on how to complete this form please contact us using the below details:

Email: data-protection@bristol.ac.uk

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| YOU (OR YOUR PROXY) MAY BE CONTACTED TO CLARIFY OR CONFIRM DETAILS WITHIN THIS FORM AS NECESSARY.  IT IS RECOMMENDED THAT YOU COMPLETE THIS FORM WITH THE GUIDANCE NOTES TO ENSURE THAT YOUR REQUEST IS COMPLIANT AND INCLUDES SUFFICIENT DETAIL. |

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| **Section 1 – About you (to be completed by the data subject)** | | | |
| **Last name / family name** |  | | |
| **First name(s)** |  | | |
| **Maiden / Other name(s)** |  | | |
| Title (Mr, Mrs, Ms, Dr, Rev. etc) |  | **Date of Birth** (DD/MM/YYYY) |  |
| **Gender** |  | | |
| **Were/are you a:** | Student  Staff member  Other | | |
| **If applicable, what was your student number?** |  | | |
| **If current/former staff, what division/faculty did/do you work in?** |  | | |
| **Preferred contact number(s)** |  | | |
| **Preferred email address** We will only contact you using this specified address  (Please note that material may be sent to you via password protected encrypted mail, this will leave the University securely however your email provider may not support this. We will discuss this with you if appropriate.) |  | | |
| **Current residential address**  (Please note that the University has an obligation to ensure that data held about you is accurate, therefore if your current address is different to the address we hold for you, then we will update our records to reflect this unless otherwise instructed) |  | | |
| **If the University holds data relating to you, how do you wish to receive it?** | Email (as above)  Home address (as above)  Other (please specify below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Previous Addresses** (If you have lived at your residential address for less than two years please give your previous addresses (including dates) for that period in the box to the right. Continue on a separate sheet if required) |  | | |
| **Section 2 – About your nominated representative (where applicable)** | | | |
| **Only complete this section if you are asking someone to deal with this application on your behalf.**  If you wish to nominate a representative to handle a request on your behalf you must provide their details below and specify in the preferred address box above where disclosures should be made. Unless otherwise stated, completion of Section 2 below indicates that your representative should be contacted in your place for all matters in relation to your request.  A signed letter of authority with specific permission to obtain the data subject’s personal data must be included with any request submitted by a nominated representative. There is also a requirement to ensure the identity documents provided include the data subject’s signature as shown on the letter of authority. | | | |
| **Relationship to data subject** (e.g. legal representative, parent/guardian) |  | | |
| **Last name / family name** |  | | |
| **First name(s)** |  | | |
| **Organisation Details** If you are representing the data subject in a professional capacity please provide details of your organisation |  | | |
| **Preferred contact number(s)** |  | | |
| **Preferred email address** |  | | |

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| **Section 3 – About your data** |
| In order to help us to find the information to which you are requesting access, please provide details of the specific information you require in the sections below.  Failure to provide sufficient information may limit our ability to locate data relevant to your submission or result in a determination that the request is excessive. To prevent delays, and to ensure that we are able to provide you with the information you are seeking to access, you are advised to provide as much information related to the data requested as possible. You may be contacted for further details or to clarify the scope of your request. (see guidance notes for further information).  **Please note that the University will seek consent to disclose from all referees where the reference in question has been marked as ‘*Strictly Confidential’* or words to that effect.** |
| **The following is to assist you in supplying sufficient information to allow the University to identify your data; examples are non-exhaustive.** |
| **Categories/Type of Information required**  This may include: academic appeals, emails from/to particular members of the University.  **Description**  This should specify the subject of the data you are looking for.  **Time Period**  Please use the format “DD/MM/YYYY – DD/MM/YYYY”.  **Relevant Departments/People**  List the name of any teams, departments, or individuals who are likely to hold the information you seek or may be able to give further context to your request; you should include their role in any relevant circumstances; for example: “John Smith – in Human Resources”.  **General Note**  You should always consider where you can be more specific – this will lessen the likelihood of your request being determined to be excessive; for example following the example above as opposed to requesting “*all emails about me”.* |

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| **Please tell us what information you are requesting**  *(Please write in capital letters if handwritten)* |
| **Please specify exactly what documents/information you require.**  (We recommend you refer to the University’s Records Retention Schedule which will detail the information that may be made available to you - <http://www.bristol.ac.uk/media-library/sites/secretary/documents/information-governance/records-retention-schedule.pdf>) |
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| **Section 4– Proof of Identity** | | | |
| To help establish your identity your application **must** be accompanied by copies of **official** document(s) bearing your **name, date of birth, signature** and **current address**. | | | |
| **Section 5 – Declaration** | | | |
| **Declaration**  The information supplied in this application is correct, and I am the person to whom it relates.  OR  The information supplied in this application is correct to my knowledge, and I am acting on behalf of the person to whom it relates. (An original signed letter of authority or letter of proxy is required in this instance including proof of identity from the data subject that includes a signature.) | | | |
| Signature |  | Date |  |

What to do next

You have now completed all the relevant sections of the form. Please check you have:

* Completed all of the parts you need to (clearly and legibly).
* Enclosed official forms of identification (as per section 3).
* Signed the form (section 4).
* Provided sufficient information to enable us to locate your personal data
* Provided a signed letter of authority or proxy if applying on behalf of another.

When you have completed the form send it, together with the required identity documentation, to:

Information Governance Manager  
Office of the University Secretary  
Beacon House  
Queens Road  
Bristol

BS8 1QU

Or by email: data-protection@bristol.ac.uk