

**SUBJECT ACCESS REQUEST FORM**

PURSUANT TO s.7 DATA PROTECTION ACT 1998

<b>1. Details of the person requesting information</b>	
Full name .....	
Address .....	
Telephone (.....) .....	Fax No (.....) .....
Email .....	
Student Number or Staff Payroll Number* .....	
School/Department of study/employment* .....	
Dates of study/employment*      From ..... To .....	
<b>2. Are you the Data Subject?</b>	
<b>YES</b>	If you are the Data Subject please supply evidence of your identity, e.g. Smart ID card, photocard driving licence, passport (or photocopy) and, if necessary, a stamped addressed envelope for returning the document (please go to question 5)
<b>NO</b>	Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4).
<b>3. Details of the Data Subject (if different to 1)</b>	
Full name .....	
Address .....	
Telephone (.....) .....	
Fax No (.....) .....	
Email .....	
Student Number or Staff Payroll Number* .....	
School/Department of study/employment* .....	
Dates of study/employment*      From ..... To .....	
<b>4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf:</b>	
.....	
.....	
.....	
<b>5. If you wish to see only certain specific document(s), for example a particular examination report, a specific departmental file etc, please describe these below:</b>	
.....	
.....	
.....	

\* If applicable

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

**6. If you would like a more general search please note that the University will normally search the following sections for personal data:**

**For students:**

Registry, Library, Residences Office, Finance Office, Faculty Office, Information Systems Services and any academic unit that the data subject studied with as part of their degree.

**For staff:**

Human Resources, Finance Office, Information Systems Services, Professional Services, and any department/school in which the data subject has worked.

*Please tick below any schools/centres/units with which you have been in contact, and which you would like to be searched for relevant data:*

**School/Centre/Unit**

- Art
- Biological Sciences
- Chemistry
- Civil Engineering and the Environment
- Education
- Electronics and Computer Science
- Engineering Sciences
- Geography
- Health Care Innovation Unit
- Health Professions and Rehabilitation Sciences
- Humanities

**School/Centre/Unit**

- Law
- Management
- Mathematics
- Medicine
- Nursing and Midwifery
- Optoelectronics Research Centre
- Physics and Astronomy
- Psychology
- Social Sciences
- Southampton Oceanography Centre
- Statistical Science Research Institute

**Other(s) Please specify below:**

.....  
 .....

**Declaration**

I ....., certify that the information given on this application form to the University of Southampton is true. I understand that it is necessary for the University to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed ..... Date .....

**Please return the completed form to:**

Data Protection Officer, Legal Services, George Thomas Building, University of Southampton, Highfield, Southampton, SO17 1BJ

**Documents which must accompany this application are:**

- Evidence of your identity.
- Evidence of the data subject's identity (if different from above).
- Evidence of the data subject's consent to disclosure to a third party (if required as indicated above).
- A fee of £10 (cheques to be made payable to the University of Southampton).
- A stamped addressed envelope for return of proof of identity/authority documents, if appropriate.

OFFICE USE ONLY

Date request received: ..... Date completed: .....

Notes .....

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OFFICE USE ONLY