

Application form to make a subject access request under GDPR and the Data Protection Act 2018

All data subjects have the right to access any personal data that is being kept about them. Any person who wishes to exercise this right should complete the form below and forward it to the Data Protection Officer at Governance@regents.ac.uk for processing.

If your request indicates the releasing of information to a third party (e.g., solicitor, insurance company) please complete the relevant section.

You're required to provide proof of your identity. If you're a current member of staff or a student, your staff/student ID card will be acceptable. If you're a current student or member of staff, please use your University email address as this helps us to confirm your identity.

In order to comply with the law, if you're not a current member of staff or a student, you will need to provide one item from each of the two lists below:

1. Photographic ID, e.g., passport, driving licence, business ID card
2. Proof of address such as a Council Tax bill, utility bill, bank or credit card statement from the last three months.

If you're collecting your personal data, you will be asked for ID. If you're collecting documents on someone else's behalf, we will require identification from both parties.

- If you're the data subject, please complete sections 1, 4, 5, 6.
- If you're making a request on behalf of the data subject, please complete sections 1, 2, 4, 5, and ensure the data subject has signed section 3 for you to act on their behalf.

Regent's University London retains the right to change this form and the related policy or procedure at any time.

1. Details of Data Subject

Surname		First Name	
---------	--	------------	--

Address	
E-mail address/telephone number	

Reason for request (if there are multiple areas/types of requests please identify each and list the corresponding reason).	
(Continue on separate line as required)	

* A fee may be applied if there are multiple area/types of requests to cover administrative costs.

2. Details of representative (please complete this section if you're NOT the data subject detailed in Section 1, but are authorised to act on their behalf according to Section 3)

Surname		First Name	
Address			

E-mail address/telephone number	
---------------------------------	--

3. Consent of the data subject for the applicant to gain access to personal data on their behalf

I hereby authorise Regent's University London to release my personal data to the person detailed in Section 2 of this form.

Signature: Date:

4. Details of information being requested (if the information you're seeking is not listed below, please provide full details in the other information section)

Manual data			
Tutor's Comments/Notes (please include module code and student number)			
Staff file	HR*	Team/Content Area	
Other manual data (please specify)			
Electronic data (this will provide the search parameters for your request)			
Shared drives to be searched – e.g., 'shared drive in X team'	[_____]		
Names of people who may hold your personal data [e.g., line manager]. These are the mailboxes that will be searched.	[_____] and [_____]		
Date range – e.g., [01/05/21 to 01/08/21]	[_____] to [_____]		
Search parameters – [search terms to be used, e.g., 'william blake' 'bill blake']	[_____] and [_____]		
Information to be excluded from search – [e.g., 'emails I have already received']	[_____] and [_____]		
Other information (please specify)	[_____]		

* For current members of staff, access may be arranged directly with Human Resources.

5. Preferred means of access by current staff member only (material will sent electronically unless otherwise indicated)

Please indicate in box if you would like to view this in the HR department:

Review staff file in HR

6. Notification

Declaration

I declare that the information given is correct and that I am entitled to apply for access to the personal data detailed in this form under the Data Protection Act 2018.

Signature: Date:

7. Office Use Only

Recommendation

ID test: Reasonability test: Excessive test: Exemption test: Is a fee required: 1/3 month timeline:	
--	--

Accepted/Rejected:

--