

**Data Protection Act 2018**

**Subject Access Request Form**

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| 1. **Identity**   If you are requesting your personal data, you must supply proof of identity with this form, such as passport, driving licence or University Campus Card. This can be submitted electronically.  If you are requesting personal data on behalf of someone else, you must describe your relationship to the subject and supply (a) written signed authority of the subject, and (b) a photocopy of proof of the subject’s identity with this form, such as passport, driving licence or University Campus Card.   1. **Personal Details of Subject** | | | |
| **Title** | **Forename(s)** | | **Surname** |
| **Any previous name known to the University** | | | |
| **Date of birth** | | **Current telephone number** | |
| **Current address** | | **Current email address** | |
| **Relationship to university** | | **Start and end dates of employment/education at Durham University** | |
| **Student/staff I.D. number & college/department** | |
| **Detailed description of personal data requested.**  (*e.g. Information relating to the subject contained in the Board of Examiners’ meeting minutes.)* | | | |
| **Any other information that could help identify your personal data.** | | | |

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| 1. **Alternative Contact Details (third parties only)** | | | | | | |
| If you are a third party requesting personal data on behalf of the subject, please supply your contact details and describe your relationship to the subject. | | | | | | |
| **Title** | | **Forename(s)** | | | **Surname** | |
| **Address** | | | | **Telephone number** | | |
| **Email address** | | |
| **Relationship to subject** | | | | | | |
| 1. **Declaration** | | | | | | |
| I certify that the information provided in this form is accurate to the best of my knowledge. I accept that the University will take reasonable steps to establish identity prior to release of personal data.  I request that Durham University provide me with a copy of personal data relating to the subject named in Section 2 of this form.  I enclose the following: | | | | | | |
|  | **A copy of the data subject’s proof of identity** | | | | | |
|  |  | | | | | |
|  | **Written and signed authority of the subject (third parties only)** | | | | | |
|  |  | | | | | |
| **Signed** | | | **Please print name** | | | **Date** |
| **Please send completed forms to:**  [i**nfo.access@durham.ac.uk**](mailto:info.access@durham.ac.uk)  **Or** | | | | | | |
| Information Governance Unit  Durham University  Palatine Centre  Stockton Road  Durham  DH1 3LE  **Please note:** how we process your personal data is explained in our [Privacy Notices](https://www.durham.ac.uk/about-us/governance/information-governance/privacy-notices/). | | | | | | |