

# Subject Access Request Form

## This form should be used when requesting information held by the College under the terms of the General Data Protection Regulation. There is no obligation to use the form, but to process any request we will need the same information in a written format.

**Details of the person requesting the information:**

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| --- | --- |
| FULL NAME \* |  |
| ADDRESS \* |  |
| DAYTIME TEL NO |  |
| E-MAIL ADDRESS \* |  |
| PROOF OF YOUR IDENTITY\* |  |

* Compulsory. Without this information we cannot process your request. Address can be postal or email.

**Are you the Data Subject?**

If yes, please enclose proof of your identity (i.e. photocopy of your College-issued staff or student ID card, driving license, passport etc.)

If no, please supply the following information about the data subject and following evidence:

|  |  |
| --- | --- |
| FULL NAME \* |  |
| ADDRESS \* |  |
| DAYTIME TEL NO |  |
| E-MAIL ADDRESS \* |  |
| PROOF OF DATA SUBJECT’S IDENTITY |  |
| WRITTEN AUTHORITY OF DATA SUBJECT’S CONSENT FOR DISCLOSURE |  |

## Note: Personal Data will only be released to the subject of the data; in occasional circumstances we may release personal information to third parties with a signed letter of authentication. Therefore we will need identification before the request can be processed.

**In order to help us with our search, please identify the area(s) of the College which you would like to be covered or the areas of personal data you are seeking. We would appreciate it if you could be as precise as possible.**

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| I confirm that the information given on this form is true and accurate. I understand that Royal Holloway may need to obtain further information from myself/ the Data Subject in order to confirm the veracity of this request or to aid the fulfilment of the request:  Signed:  Date: |

Please return the completed form to [dataprotection@royalholloway.ac.uk](mailto:dataprotection@royalholloway.ac.uk)

If you have made this request via electronic means, we will respond in the same way.

**Notes**

* 1. The College may refuse to answer your request for information, either wholly or in part. Refusals will be based on our application of the exemptions regarding access to information contained within the General Data Protection Regulation or Freedom of Information Act. Certain requests for information may be answered by providing redacted information. Redacted information is where specific content has been left out of a document because it contains exempt material under the terms of the General Data Protection Regulation or the Freedom of Information Act. Where this happens (either a total refusal of a request, or a partial refusal with the supply of redacted information) you will be given a full explanation for the decision and actions we take. You will also be supplied with the details of the appeals procedures open to you.