

Subject Access Request under the Data Protection Act 1998

You may use this Form to make a Subject Access Request for Personal Data, a right granted under the Data Protection Act 1998. Please note the following:

Normally, you may make the request only about personal data held by the University of Wales that is about you . If you need to make a request about someone else's data, you must provide their written, signed consent.

The University will require you to establish your identity. There is no fixed way of doing this but you may be asked to provide some corroborating personal information or some further documentation such as a passport.

The Act allows for the information to be withheld in certain circumstances. Where the University decides to withhold information, you will be informed in writing as to why this has happened. You may query that decision by contacting the University's Data Protection Officer at the address given below.

The Act allows for a fee to be charged for fulfilling a Subject Access Request and the University's fee for this service is £10. A personal cheque made out to *The University of Wales* should be sent with this form.

Please complete the following information:

1. Your Full Name: _____
2. If you were a student, please indicate which Institution or College you attended, with dates (years) if possible. This will help speed our search:
Institution attended: _____ Date(s): _____
3. Date of Birth: _____
4. If you have some other connection with the University, please say so here:

5. If you are interested in seeing a particular sort of information , please say so here. Otherwise the University will provide all the information it has.

This Form should be sent to:

The Data Protection Officer
The University of Wales
University Registry
King Edward VII Avenue
CARDIFF CF10 3NS

Signed: _____

Date: _____