



DATA SUBJECT ACCESS REQUEST FORM (SAR)

This form is for use only by individuals wishing to apply for personal data relating to themselves which is held by the University of Wales, and should be accompanied by the appropriate fee and two forms of identification, as detailed below. Under the Data Protection Act (1998) you are entitled to a response within 40 days, which excludes bank holidays.

Please complete the necessary personal information in Part A This information will help us locate your personal data.

PART A

PERSONAL DETAILS

Title (*Mr, Ms, Dr etc*)

Forenames (*underlining the one principally used if it is not the first*)

Surname
(*and Maiden name if appropriate*)

Email address(es)

Telephone number(s)

Address for correspondence
(*including postcode*)

PAYMENT AND IDENTIFICATION

Please provide the appropriate subject access administration fee of £10 sterling in either cheque or postal order made payable to the University of Wales. When we are in receipt of the fee and the appropriate identification documents we will then be able to start processing your request.

For Identification purposes the University will require copies of two forms of identity this can include: Birth Certificate, Passport, Driving Licences or ID Card. Failure to provide this information will delay the process further as the University will not release personal data to you unless we are fully satisfied as to your identity.

THIRD PARTY DISCLOSURE

If you have instructed a third party to act on your behalf please ensure that they have a letter of authority which entitles the University of Wales to make the disclosure to that nominated individual / company on your behalf Without a letter of authority, we will be unable to progress your request.

PART B**PERSONAL DATA REQUESTED**

Please specify in as much detail as you can what kind of information you wish to obtain. If you are or were a student, please also state the course(s) you followed, and where applicable and the year(s) of graduation; if a member of staff, please state the relevant job title(s). This information will help us give a timely and accurate response to your enquiry.

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Part B – Declaration

Please indicate, by ticking the appropriate box below:

I am the data subject named in Part A of this document and hereby request, under the provisions of Section 7(1) of the Data Protection Act 1998, that the University of Wales provide me with a copy of personal information held about me under the provisions of the Act, of which I am the data subject.

I am the legitimate authorised person, acting on behalf of the data subject and I have enclosed my letter of authority which entitles the disclosure to be made

Signed:	Date:
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The information provided on this form will be kept by the University in accordance with its Retention Schedule. Information on the general type of request made may be used in anonymised form to produce overview reports to inform the future development of data protection policy in the University..

Please send your request to the Compliance and Secretariat Manager at The University of Wales, The Registry, King Edward VII Avenue, Cathay's Park, Cardiff CF10 3NS, and mark the envelope "Data Subject Access Request: CONFIDENTIAL."

For Office Purposes only.

<i>Reference Number</i>		<i>Date Received</i>	
<i>Fee Payable</i>	<i>Cheque / Postal Order</i>	<i>Disclosure Due Date</i>	
<i>Identification</i>	(1)	(2)	
<i>Third Party Disclosure</i>	<i>Yes / No</i>	<i>Letter of Authority</i>	<i>Yes / No</i>