

Subject Access Request Form - Explanatory Notes

Completing the form:

Section 1

Please provide your current contact details. If you have been known by another name (such as your maiden name) or lived at another address while you have been in contact with UCLan please provide these to us. This information will help us make sure we find and provide you with all the personal data you are requesting. You only need to provide your date of birth if this will help us locate your personal data. Date of birth is likely to be helpful if, for example, you have a common name or you have the same first name and surname as another member of your household.

Section 2

So we can provide you with your personal data as quickly as possible it is important that you provide us with as much detail as you can about the information you are requesting. Please state the reason you were in contact with UCLan or the service or school you dealt with if you know it. Please also provide the names of any UCLan employees you dealt with and any reference numbers you were given. This will help us locate the personal data you are requesting quickly and avoid the need for us to contact you for more information.

Section 3

UCLan is committed to keeping your personal data secure. We need to see evidence of your identity (including name and address) to make sure your personal data are only sent to you at your address, unless you give us written permission to send them elsewhere. You should provide copies of documents - not originals - as evidence if you post your form but we reserve the right to ask to see the original documents if we think it is necessary. If you post copies of your documents to us, the copies will be destroyed securely once we have verified your identity. If you send originals and require them returning, you must clearly state this on your correspondence. You may email scans or photos of documents to us. Once we have verified your identity, the scanned images or photos will not be retained.

Section 4

You should complete this section if you are requesting your own personal data. If you have given someone else permission to act on your behalf and would like us to correspond with them, including sending your personal data to them, please **do not** complete this section. Go straight to section 5.

Section 5

Only complete this section if you are the data subject named in section 1 and you want to give us permission to correspond with someone else who is acting on your behalf. If you complete this section we will correspond with the person acting as your representative instead of you. This may include discussing your personal data with them. It also means we will send copies of your personal data to your representative instead of sending them to you.

Once you have completed your form please send the form, evidence of your identity and any further information to help us locate the personal data you are requesting to us by email to DPFOIA@uclan.ac.uk or by post to:

Information Governance team, Legal and Governance, University of Central Lancashire,
Preston, Lancashire, PR1 2HE

Once we have received your ID documents and all the information we reasonably require to locate your personal data, we have one month to respond to your request. Where a request is particularly complex, the law allows us more time to respond. We will inform you if this is the case.

If you need any further guidance on how to make a request, you can contact the Information Governance team on DPFOIA@uclan.ac.uk or visit the [Information Commissioner's Office website](#).