



Subject access request form General Data Protection Regulation

Please refer to the explanatory notes before completing this form.

If you are requesting your own personal data please complete sections 1 - 4 only. If you are giving permission for someone else to access your personal data on your behalf, please complete all sections **except** section 4. Please write clearly using pen. If you are unable to complete this form for any reason, please email the [Information Governance team](#) for assistance.

Section 1 - Your details	
Surname:	
First names:	
Previously known as (if applicable):	
Address:	
Post Code:	
Date of birth:	
Student or employee number (if applicable):	
Telephone number:	
Email:	

If you have lived at another address during the time you have had contact with UCLan please provide previous addresses below, to help us locate all your information:

Section 2 - Personal data requested

Please provide as much detail as you can about the personal data you are requesting (including names of staff and services or schools you have had contact with) to help us locate it quickly (continuing on a separate sheet if necessary):

Section 3 - Additional information required

You must provide:

- two different documents, dated within the last three months, as evidence of your name and current address (you should send copies of original documents where possible, which will be securely destroyed once we have verified your identity; however we reserve the right to ask to see original documents)

Section 4 - Declaration of data subject

I confirm that I am the data subject named in Section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signed: _____ Date: _____

Section 5 - Declaration of data subject for agent to act on their behalf

I confirm that I am the data subject named in Section 1. I give permission for the person or organisation named below to act on my behalf in relation to my subject access request. I have enclosed the evidence of my identity referred to in Section 3 and confirm that I want my personal data to be sent to my representative at the address below. I

understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signed: _____ Date: _____

Name of agent: _____

Relationship to me: _____

Address of agent: _____

Telephone number of agent: _____

Returning your completed form

Please send your completed form and the additional information requested in section 3 to:

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

Table below for UCLan use only:

Form received by:	
Department:	
Telephone number:	
Date received:	
Original evidence of ID checked and returned to requester:	YES/NO/Not applicable
Type of ID seen/supplied:	
Date returned:	
If received by post, copy ID documents attached:	YES/NO/Not applicable
If yes, ID verified and documents shredded by:	
If no, date evidence of ID requested:	
One month expires on:	
Request referred to (Officer's name):	
Date:	
Response completed and sent on:	