

Please complete Data Subject Access Request (DSAR) and email to dpo@law.ac.uk or post it to Data Protection Officer, University of Law, Bunhill Row, Moorgate London, EC1Y 8HQ alternatively you can hand it in person, in an envelope marked 'Confidential for the attention of the "Data Protection Officer'.

Please read The University of Law Data Rights Policy on the University of Law webpage to see what can be accessed.

If you are the data subject (the person whose information you want to see) please complete parts 1 and 3 only. If you are making the request on someone else's behalf please complete parts 1, 2, and 3.

1. Data Subject Details:

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
Surname*						
First name(s)*						
Current address*						
Any previous addresses which may help us to locate personal data we have about you.*						
Landline						
Mobile						
Email address*						
Date of birth (for verification purposes)*						
We need to be able to verify that you are the person making the data subject access request. Therefore could you please provide a suitable form of identification, Acceptable ID includes: current student or staff ID card, passport, driving licence or a combination of a birth certificate along with a different form of photo ID. N.B. If you post your ID to us we will use it to verify your identification and return it to you by secure post.					If you have attached / enclosed ID please list it here:	
Details of data requested: Please be as specific as you can to help us find the information you want. Examples include your student support case file, academic appeal file, staff appraisal etc.						

2. Making a Data Subject Access Request on someone else's behalf.

The General Data Protection Regulation does not stop you making a request on someone else's behalf. In these cases, the University will need to be satisfied that the person making the request has the individual's permission to act on their behalf.

If you are not the 'data subject' i.e. the person whose data you want to access, please complete parts 1, 2 and 3.

Are you acting on behalf of the data subject with their legal authority?							Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)							
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>	
Surname*							
First name(s)*							
Current address*							
Landline							
Mobile							
Email address*							
Date of birth (for verification purposes)*							
You will need to be able to provide proof that you are legally authorised to obtain this information. Examples include: a letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.						If you have attached / enclosed ID please list it here:	
We need to be able to verify that you are the person making the data subject access request. Acceptable ID includes: current student or staff ID card, passport, driving licence or a combination of a birth certificate along with a different form of photo ID. N.B. If you post your ID to us we will use it to verify your identification and return it to you by secure post.						If you have attached / enclosed ID please list it here:	

Your Right of Access

You have a right to access to your data and to certain information about the processing of that personal data. This information must usually be provided to you free of charge within a month of receiving your request.

Exceptions to this are:

- Examination scripts which are specifically exempt from the data subject's access rights under the General Data Protection Regulation. In general, students are entitled to know their examination marks but are not entitled to see their examination scripts. However, students are entitled to see associated examiner's comments and minutes of any examination appeals panels, which are not exempt from disclosure.
- Examination marks that have been requested before the results are announced have to be disclosed either within 5 months of the date of the request or within 30 days of the date the results are published, whichever is earlier. In practice, this exemption prevents disclosure of exam results before they are officially announced

Declaration:

I am the data subject named in section 1. I request that The University of Law provides me with the personal data stated above.

Signature:

Date:

I am the person named in section 2. I am making a Data Subject Access Request of behalf of the person named in section 1 (the data subject). I request that The University of Law provides me with the personal data stated in section 1.

Signature:

Date:

Office Use Only

Date of Receipt of Request:

Date of ID verification:

ID shown:

Date of 'Proof of Authority' verification:

Proof shown:

If received by someone other than the DPO, this form must immediately be forwarded to DPO.
dpo@law.ac.uk