## C:\Users\Rosie.Scott-Ward\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\HPY_UNIVERSITY_CENTRE_LOGO_DEV1.jpg

## DATA PROTECTION SUBJECT ACCESS REQUEST FORM

Please return the form to the Data Protection Officer (dpo@hartpury.ac.uk)

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| 1. Details of person requesting the information  Full Name ………………………………………………………………………………..  Student/Staff Number (where appropriate) ……………………………………………  Address …………………………………………………………………………………...  …………………………………………………………………………………………….  Tel No …………………………………  Email …………………………………………………………………………………….. |
| 2. Are you the data subject?  YES: If you are the Data Subject please supply evidence of your identify i.e.: photocopy of birth certificate, driving licence or passport either via email or in person  NO: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (Please complete question 3 and 4) |
| 3. Details of the Data Subject (if different to 1)  Full Name …………………………………………………………………………………  Address ……………………………………………………………………………………  ……………………………………………………………………………………………..  Tel No ……………………………………… Fax No…………………………………  Email ……………………………………………………………………………………. |

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| 4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf (for example guardian/parent).  ……………………………………………………………………………………………  ……………………………………………………………………………………………. |
| 5. Please describe the information you seek together with any other relevant information. This will help to identify the information you require. You should include details of the period covered by the request, the type of data you are seeking, which areas of Hartpury you interacted with. This will help us identify your data. *Please continue on a separate sheet if necessary.* (If this information is not clear we may seek clarification from you).  …………………………………………………………………………………………..  …………………………………………………………………………………………..  …………………………………………………………………………………………..  …………………………………………………………………………………………..  We may ask you to provide us with proof of identity before we can respond to your request.  Note 1: The period of 1 calendar month in which the organisation must respond to the request will not commence until it is satisfied upon these matters (identification and clarity on the request).  Note 2: Where a request is considered complex the response time may be extended to up to three months.  Signature ……………………………………………………………………………….  Date …………………………………………………………………………………….  Signature of the data subject if they are not the person requesting the information:  ………………………………………………………………………….  Please return the completed form to the Data Protection Officer, Hartpury, Hartpury House, Gloucester. GL19 3BE. Email: dpo@hartpury.ac.uk |

Use of this form supports the smooth running of the Subject Access Process, but an individual may submit a request in person or via email – the required checks will still be implemented.