

## Subject Access Request and Data Subject Rights Form

For use when requesting your personal data under Article 15 of the UK General Data Protection Regulation.

Please indicate the nature of your request:

1.	To request copies of personal data that we collect, store and/or process about you;	
2.	To request rectification of inaccurate personal data, or to have incomplete personal data completed;	
3.	To request erasure of your personal data (also known as the right to be forgotten);	
4.	To restrict processing of your personal data;	
5.	To object to the processing of your personal data; and/or	
6.	To request data portability so as to receive your personal data in a commonly used and machine readable format	

In order to deal with your request we require proof of identity and enough information to enable us to locate the personal data that you request. Please complete this form and return it to us with proof of your identity to The Data Protection Officer, Glyndwr University, Plas Coch, Mold Road Wrexham LL11 2AW or via email [dpo@glyndwr.ac.uk](mailto:dpo@glyndwr.ac.uk)

We will acknowledge safe receipt and respond within 1 month. We may need to extend the response time for up to an additional 2 months if your request is complex or you are requesting a large amount of personal data. We will write to you if this is the case and explain why we need more time.

Please note that in some circumstances we will not be able to action your request, for example where we are legally required to retain certain personal data. We will inform you if some or all of your request cannot be actioned and the reasons why.

We do not charge a fee for providing you with the personal data that you request, but may do so where asked to provide further copies of the same data or where the request is manifestly unfounded or repetitive. In such cases we will inform you of the fee.

**Part 1: Person that the request relates to (the data subject)**

<b>Title:</b>	
<b>Surname:</b>	
<b>Forenames:</b>	
<b>Any other names that you are known by that may assist in the search:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Date of Birth:</b>	
<b>Student ID or Staff number:</b>	
<b>Programme/Course (if applicable)</b>	

**Part 2: Person making the request**

**Please complete the following:** *I am/I am not the data subject*

If you are not the data subject, in addition to providing your details below, you must also provide us with written authority from the data subject confirming that you are permitted to make this request. If you cannot prove to our satisfaction that you are authorised, this request will not be processed.

<b>Title:</b>	
<b>Surname:</b>	
<b>Forenames:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Relationship to the data subject:</b>	
<b>Proof of authority enclosed:</b>	YES/NO

### **Part 3: Proof of Identity**

To help us establish your identity your application must be accompanied by two pieces of identification that between them clearly show you name, data of birth and current address.

Please enclose a copy of one of the following as proof of identity:

- Passport or photocard
- Driving licence
- Birth or adoption certificate
- Copy of bank statement or utility bill dated within the last three months (please note a mobile phone bill is not acceptable)

This is to ensure that we are only sending information to the data subject and not to a third party. If none of these are available, please contact the Data Protection Officer at Glyndŵr University, Plas Coch, Mold Road Wrexham LL11 2AW or [dpo@glyndwr.ac.uk](mailto:dpo@glyndwr.ac.uk) for advice on other acceptable forms of identification.

### **Part 4: Information requested**

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. If possible, restrict your request to a particular service, department, teams, individuals, or incident. Please include timeframes, dates, names or types of documents, any file reference and any other information that may enable us to locate your data, for example, for emails, the names of senders and recipients and approximate dates.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request 'all information about me'). We will begin processing your access request as soon as we have verified your identity and have all the information which we need to locate your personal data.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

#### **4.1 If you would like a more general search:**

Where the data subject **is / was a member of staff** employed by the University we will automatically search the following departments: Human Resources, Financial Services, the Department or Faculty in which you are / or were employed.

Please tick, in the table below, any other Sections / Departments that you have been in contact with which you would like to be searched for relevant data.

If you have **not been employed** by the University, then please tick any of the boxes against the Departments/Services/Faculty that you would like to be searched for relevant data in table on the next page.

Section	Search	Section	Search
Marketing & Communications			
Vice Chancellors Office			
Strategic Planning & Student Admin			
Information Services			
Health and Safety			
Estates and Campus Management			
FAST			
FSLs			
Other (please be as specific as possible)			

**Please confirm whether you wish to receive your personal data in electronic or paper form.**

**4.2 If you select the electronic option,** you will be sent an email with the information attached in an encrypted file. The password to open this file will be sent to you by separate means, e.g. by telephone call or a text message.

**4.3 If you select the paper option,** your personal data will be sent to you via first class recorded delivery post, to the address you provided in Section 1 above.

**4.4 Please indicate your choice:**  Email with encrypted file attached  
 Data sent by first class recorded delivery

### **Declaration**

I, ....., certify that the information given on this application form to Glyndwr University is true. I understand that it is necessary for the University to confirm my / the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

**Signed** ..... **Date** .....

You may download this form, complete it and send it with your proof of identity to the Data Protection Officer at Glyndwr University, Mold Road Wrexham LL11 2AW or by email to [dpo@glyndwr.ac.uk](mailto:dpo@glyndwr.ac.uk)

Documents which must accompany this application are:

- i) Evidence of the Data Subject's identity
- ii) Evidence of the Data Subject's consent to disclose their personal data to a third party (*if required as indicated above*)

This form is available in Welsh.