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| TSD_corp_logo2013 (2).jpg | {0>Subject Access Request Form<}0{>Ffurflen Gais Gwrthrych am Wybodaeth<0}{0>Pursuant to the Data Protection Act 2018<}87{>Yn unol â Deddf Diogelu Data 2018<0}  |

1. {0>The following information is required to help us give you an accurate and swift response to your enquiry.<}0{>Mae’r wybodaeth ganlynol yn ofynnol i’n helpu i roi ymateb manwl gywir a chyflym i’ch ymholiad.<0} {0>Please fill in the form as completely as you can.<}100{>Llenwch y ffurflen mor llawn ag y gallwch.<0}
2. {0>Please complete the form in block capitals using black ink.<}100{>Cwblhewch y ffurflen mewn priflythrennau gan ddefnyddio inc du.<0}
3. {0>Do not complete this form if you are seeking a transcript or verification of your own studies at the University.<}100{>Peidiwch â llenwi’r ffurflen hon os ydych yn gwneud cais am drawsgrifiad neu gadarnhad o’ch astudiaethau chi eich hun yn y Brifysgol.<0} {0>You will find the correct forms and guidance for those requests at the following website address O dan yr amgylchiadau hynny cysylltwch â registry@uwtsd.ac.uk}
4. {0>Please return the completed form together with a **cheque for £10 where you are asking for information about yourself** [*or more for administration costs, where appropriate\*\**] **made payable to the University of Wales Trinity Saint David** to:<}100{>Dylid anfon y ffurflen wedi’i chwblhau, ynghyd â **siec am £10 os ydych yn gofyn am wybodaeth amdanoch chi eich hun** [*neu fwy ar gyfer costau gweinyddu, lle bo’n briodol*\*\*], **yn daladwy i Brifysgol Cymru Y Drindod Dewi Sant**, at y:<0}

{0>The Data Protection Officer<}100{>Swyddog Diogelu Data<0}

{0>UWTSD<}100{>Prifysgol Cymru Y Drindod Dewi Sant<0}

{0>Swansea Business Campus<}100{>Campws Busnes Abertawe<0}

{0>High Street<}100{>Y Stryd Fawr<0}

{0>SWANSEA<}100{>ABERTAWE<0}

SA1 1NE

{0>Alternatively contact our Finance Section to pay by credit card – Nicola Evans 🕿01792 481050<}0{>Dewis arall yw cysylltu â’n Hadran Gyllid – fees@uwtsd.ac.uk<0}

1. {0>Requests for information about third party data (i.e. other people than themselves) should refer to section 2d for details of fees and procedures for such requests.<}100{>Dylai ceisiadau am wybodaeth am ddata trydydd parti (h.y. pobl eraill heblaw amdanyn nhw’u hunain) gyfeirio at adran 2d am fanylion y ffioedd a’r gweithdrefnau ar gyfer ceisiadau o’r fath.<0}

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| **1.** {0>**Personal Details**<}100{>**Manylion Personol**<0} |
| {0>**Surname**:<}100{>**Cyfenw:**<0} |
| {0>**Forenames**:<}100{>**Enwau cyntaf:**<0} |
| {0>**Date of Birth***:*<}100{>**Dyddiad Geni:**<0} |
| {0>**Home Address /Address to which Data should be sent:**<}100{>**Cyfeiriad Cartref/Cyfeiriad ar gyfer anfon y Data:**<0} |
| {0>**Telephone number:**<}100{>**Rhif ffôn:**<0} |
| {0>**Email address:**<}100{>**Cyfeiriad E-bost:**<0} |
| **2.** {0>**Relationship of Data Subject to the University**<}100{>**Perthynas Gwrthrych y Data â’r Brifysgol**<0}{0>\* Please complete all appropriate sections<}100{>\* Cwblhewch bob adran briodol<0} |
| {0>**2(a)\*Current Student**<}100{>**2(a)\*Myfyriwr Cyfredol**<0} |
| {0>**Course Title:**<}100{>**Teitl y Cwrs:**<0} |
| {0>**School/Faculty:**<}100{>**Ysgol/Athrofa:**<0} |
| {0>**Student/Library Number:**<}0{>**Rhif Myfyriwr/Rhif Llyfrgell:**<0} |
| {0>**2(b)\*Former Student**<}100{>**2(b)\*Cyn-fyfyriwr**<0} |
| {0>**Academic session of your last enrolment:**<}100{>**Sesiwn academaidd ddiwethaf fel myfyriwr cofrestredig:**<0} |
| {0>**Course Title:**<}100{>**Teitl y Cwrs:**<0} |
| {0>**School/Faculty:**<}100{>**Ysgol/Athrofa:**<0} |
| {0>**Name when enrolled at University** (if different from name given in Section 1):<}100{>**Enw pan yn fyfyriwr cofrestredig yn y Brifysgol** (os yw’n wahanol i’r enw a roddwyd yn Adran 1):<0} |
| {0>**2(c)\*Current Staff /Former Staff**<}100{>**2(c)\*Staff Cyfredol/Cyn-Staff**<0} |
| {0>**Date of leaving** *(if applicable):*<}100{>**Dyddiad gadael** *(os yw’n berthnasol):*<0} |
| {0>**Job Title:**<}100{>**Teitl y Swydd:**<0} |
| {0>**School/Faculty:**<}100{>**Ysgol/Athrofa:**<0} |
| {0>**Name when employed by University** *(if different from name given in Section 1):*<}100{>**Enw pan yn weithiwr cyflogedig yn y Brifysgol** *(os yw’n wahanol i’r enw a roddwyd yn Adran 1):*<0} |
| {0>**2(d)\*Other** – i.e. you are seeking information about someone else you will need to complete Section 3 of this form, but will not initially be required to pay the £10 fee *(see \*\*).*<}100{>**2(d)\*Arall** – h.y. rydych yn ceisio gwybodaeth am rywun arall. Bydd angen ichi gwblhau Adran 3 y ffurflen hon, ond ni fydd yn ofynnol ichi dalu’r ffi o £10 yn y lle cyntaf (*gweler* \*\*).<0} {0>Please read the notes carefully to ensure that we can deal with your request in accordance with the terms laid out in the Data Protection Act 1998. You will need to supply details of who and why you are asking for the information, e.g. an employment agency needing verification of a student’s award, a university with student applicant needing verification of their study here, a landlord requesting information about a tenant etc.<}100{>Darllenwch y nodiadau’n ofalus i sicrhau ein bod yn gallu delio â’ch cais yn unol â’r telerau sydd wedi’u nodi yn Neddf Diogelu Data 1998. Bydd angen ichi roi manylion pwy ydych a pham rydych chi’n gofyn am y wybodaeth, e.e. asiantaeth gyflogi sydd angen cadarnhad o ddyfarniad myfyriwr, prifysgol sydd ag ymgeisydd i fod yn fyfyriwr ag angen cadarnhad o’i astudiaeth yn y brifysgol hon, landlord sy’n gofyn am wybodaeth am denant ac ati.<0}  |
| {0>Please Note:<}100{>Sylwer:<0}* {0>Requests for information from legal authorities should be submitted via the forms they have within their own organisations (i.e. all enquiries from the police should be made via a Schedule 2 Part 1 Paragraph 2 Data Protection Act 2018 waiver form which should be authorised by a Senior Police Inspector).<}85{>Dylai awdurdodau cyfreithiol gyflwyno ceisiadau am wybodaeth drwy’r ffurflenni sydd ganddynt o fewn eu sefydliadau eu hunain (h.y. dylai pob ymholiad gan yr heddlu gael ei wneud drwy ffurflen ildio hawl Atodlen 2 Rhan 1 Paragraff 2 Deddf Diogelu Data 2018 a ddylai gael ei hawdurdodi gan Uwch Arolygydd yr Heddlu).<0}
* {0>Any requester who has the right under DPA legislation to access data without the data subject’s permission must always quote the section of any law that permits them to access such information; if that information is not supplied, the request will not be actioned.<}100{>Rhaid i unrhyw rai sydd â hawl o dan y Ddeddf Diogelu Data i gael mynediad at ddata heb ganiatâd gwrthrych y data ddyfynnu bob amser yr adran o unrhyw gyfraith sy'n caniatáu iddynt gael mynediad at wybodaeth o'r fath; os na ddarperir y wybodaeth honno, ni weithredir y cais.<0}
* {0>In all other cases requests for 3rd party data will require a signed waiver form from the subject themselves; if a waiver form is not supplied the request will not be actioned.<}100{>Yn achos yr holl geisiadau eraill am ddata 3ydd parti bydd angen ffurflen ildio hawl wedi’i llofnodi gan y gwrthrych ei hun; os na ddarperir ffurflen ildio hawl ni weithredir y cais.<0}
* {0>If you wish to communicate with a student in connection with an issue, you should send a letter you want the student to have in a sealed envelope to the University Data Protection Officer, who will pass it onto the student where possible.<}100{>Os byddwch yn dymuno cyfathrebu â myfyriwr mewn cysylltiad â mater, dylech anfon llythyr yr hoffech i’r myfyriwr ei dderbyn mewn amlen wedi’i selio at Swyddog Diogelu Data’r Brifysgol, a fydd yn ei roi i’r myfyrwyr pan fo modd.<0}
* {0>\*\*Third Party requests do not have to pay the initial SAR fee of £10. However the University reserves the right to charge up to £50 for requests where the time taken to retrieve and copy documents merits such a charge.<}100{>\*\* Nid oes raid i geisiadau Trydydd Parti dalu’r ffi gychwynnol o £10 am Gais Gwrthrych am Wybodaeth. Fodd bynnag ceidw’r Brifysgol yr hawl i godi hyd at £50 am geisiadau pan fo’r amser a gymer i gael gafael ar a chopïo dogfennau yn teilyngu’r fath dâl.<0} {0>You will be informed if a higher fee applies by the Data Protection Officer.<}0{>Fe gewch wybod gan y Swyddog Diogelu Data os codir ffi uwch. <0}
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| **3.** {0>**Personal Details of the Requester**<}100{>**Manylion Personol y Sawl sy’n Gwneud Cais**<0} {0>Complete this section ***if you are not the Data Subject*** i.e. you are requesting information relating to another person<}100{>Cwblhewch yr adran hon ***os nad chi yw Gwrthrych y Data*** h.y. rydych yn gwneud cais am wybodaeth yn ymwneud â rhywun arall<0} |
| {0>**Name:**<}100{>**Enw:**<0} |
| {0>**Address:**<}100{>**Cyfeiriad:**<0} |
| {0>**Phone:**<}100{>**Ffôn:**<0} |

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| {0>**Details of the exemption that permits you to request the information without the subject’s specific approval:**<}100{>**Manylion y cytundeb eithrio sy’n caniatáu ichi wneud cais am y wybodaeth heb gymeradwyaeth benodol y gwrthrych:**<0} |
| {0>**Your relationship with the Data Subject:**<}0{>**Eich perthynas â Gwrthrych y Data:**<0}{0>Please note: *if you are acting on behalf of the Data Subject, the University will require evidence of the Data Subject’s identity and written authority for you to act on their behalf.*<}0{>Sylwer: *os ydych yn gweithredu ar ran Gwrthrych y Data, bydd angen tystiolaeth ar y Brifysgol o bwy yw Gwrthrych y Data ac awdurdod ysgrifenedig i chi weithredu ar ei ran.*<0}{0>*You many also need to provide evidence of your own identity.*<}0{>*Mae’n bosibl hefyd y bydd angen ichi ddarparu tystiolaeth o bwy ydych chi.*<0} |
| 4. {0>Records Required *– to be completed for all requests*<}0{>Cofnodion sydd eu Hangen – *i’w gwblhau ar gyfer pob cais* <0} {0>Please specify or describe the document(s) you wish to see *e.g. emails that identify me relating to XXXXXX matter, that were sent by A.N. Other, between September – November 2018.*<}0{>Nodwch neu disgrifiwch y ddogfen/dogfennau yr hoffech eu gweld *e.e. e-byst sy’n dangos pwy ydych yn ymwneud â mater XXXXXX , a anfonwyd gan U.N. Arall, rhwng Medi – Tachwedd 2018.* <0}{0>*Extra space is available at the end of the form if you are unable to fit all the details in here*<}0{>*Mae rhagor o le ar gael ar ddiwedd y ffurflen os nad oes digon o le yma ar gyfer yr holl fanylion*<0} |
| {0>**Document(s):**<}96{>**Dogfen(nau):**<0} |
| {0>**Over what time period:**<}0{>**Dros ba gyfnod:**<0} |
| 5. {0>Information Required - Checklist<}0{>Gwybodaeth sydd ei Hangen – Rhestr Wirio<0} |
| {0>A checklist of the documents which must accompany this Request Form:<}100{>Rhestr wirio o’r dogfennau y mae’n rhaid eu cyflwyno gyda’r Ffurflen Gais hon:<0} |
| 1. {0>A request form with Sections 1, 2, & 4 completed<}100{>Ffurflen gais gydag Adrannau 1, 2 a 4 wedi’u cwblhau<0}
2. {0>Evidence of your identity\*<}100{>Tystiolaeth o bwy ydych\*<0}
3. {0>If you are not the Data Subject requesting information about yourself:<}100{>Os nad chi yw Gwrthrych y Data sy’n gofyn am wybodaeth amdanoch chi eich hun:<0}
* {0>evidence of your identity\*<}100{>tystiolaeth o bwy ydych\*<0}
* {0>completion of Section 3 of the Request Form<}100{>Adran 3 y Ffurflen Gais wedi’i chwblhau<0}
* {0>writtenevidence of the Data Subject’s consent to disclose information to you; i.e. a waiver form<}0{>tystiolaeth ysgrifenedig o gydsyniad Gwrthrych y Data i ddatgelu gwybodaeth i chi; h.y. ffurflen ildio hawl<0}
* {0>evidence of the Data Subject’s identity\*<}100{>tystiolaeth o bwy yw Gwrthrych y Data\*<0}
1. {0>An administration fee of £10 (*or the fee agreed with the University’s Data Protection Officer*\*\*)<}100{>Ffi gweinyddu o £10 *(neu’r ffi a gytunwyd gyda Swyddog Diogelu Data’r Brifysgol\*\*)*<0}

 {0>*\*If Proof of identity is required you may need to show us your passport, driving licence, birth certificate etc.*<}100{>*\*Os oes angen prawf o bwy ydych mae’n bosibl y bydd angen ichi ddangos eich pasbort, trwydded yrru, tystysgrif geni ac ati.*<0}{0>*\*\* The university reserves the right to charge a maximum of £50 for requests, where the time taken to retrieve and copy documents merits such a charge.*<}0{>*\*\* Ceidw’r Brifysgol yr hawl i godi uchafswm o £50 am geisiadau, pan fo’r amser a gymer i gael gafael ar a chopïo dogfennau yn teilyngu’r fath dâl.*<0}{0>*You will be informed if an extra charge applies to your request before it is actioned.*<}0{>*Fe gewch wybod os codir tâl ychwanegol cyn i’ch cais gael ei weithredu.*<0}{0>*Point 3 requests will not be charged the £10 fee, however the University reserves the right to charge a fee if the quantity of work involved merits it.*<}100{>*Ni chodir y ffi o £10 am geisiadau Pwynt 3, fodd bynnag ceidw’r Brifysgol yr hawl i godi ffi os yw maint y gwaith yn teilyngu hynny.*<0} |

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| 6. {0>Declaration<}100{>Datganiad<0} |
| {0>I …………………………………………………, certify that the information given on this application form to the University of Wales Trinity Saint David (“University”) is true.<}100{>Tystiaf i …………………………………………………, fod y wybodaeth a roddir ar y ffurflen gais hon i Brifysgol Cymru Y Drindod Dewi Sant (“y Brifysgol”) yn wir.<0} {0>I understand that it may be necessary for the University to obtain more details in order to locate the correct information.<}100{>Deallaf y gall fod angen i’r Brifysgol gael rhagor o fanylion er mwyn dod o hyd i’r wybodaeth gywir.<0} {0>I also understand that the less than 30 day period in which the University must respond to my request under the Data Protection Act 2018 (“the Act”) only commences when the University has payment and sufficient information to process my request.<}0{>Deallaf hefyd na fydd y cyfnod o lai na 30 diwrnod sydd gan y Brifysgol i ymateb i’m cais o dan Ddeddf Diogelu Data 2018 (“y Ddeddf) yn dechrau tan i’r Brifysgol dderbyn y tâl a gwybodaeth ddigonol i brosesu fy nghais.<0}{0>Signed ………………………………………………………………………………………………………………<}0{>Llofnod ………………………………………………………………………………………………………………<0} {0>Date…………………………………………………<}98{>Dyddiad:………………………………………………………………<0}{0>*Anyone who impersonates another individual to gain access to his or her information may be guilty of an offence under the Data Protection Act 2018.*<}92{>*Gall unrhyw un sy’n ffugio bod yn unigolyn arall i gael mynediad at ei wybodaeth ef/hi fod yn euog o drosedd o dan Ddeddf Diogelu Data* *2018.*<0}{0>*The University will use the information provided in this Request Form for the purpose of dealing with your request, and for statistical use to monitor and improve services.*<}0{>*Bydd y Brifysgol yn defnyddio’r wybodaeth a ddarperir ar y Ffurflen Gais hon i ymdrin â’ch cais, ac i ddibenion ystadegol i fonitro a gwella gwasanaethau.* <0}{0>*All data will be dealt with in accordance with the terms of the Data Protection Act 2018.*<}100{>*Ymdrinnir â’r holl ddata yn unol â thelerau Deddf Diogelu Data 2018.*<0} |
| {0>**Extra Notes** *if you require to detail more information please detail below*<}79{>**Nodiadau Ychwanegol** *os oes angen ichi roi rhagor o wybodaeth, noder isod*<0} |
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