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| TSD_corp_logo2013 (2).jpg | Subject Access  Request Form  Pursuant to the Data Protection Act 2018 |

1. The following information is required to help us give you an accurate and swift response to your enquiry. Please fill in the form as completely as you can.
2. Please complete the form in block capitals using black ink.
3. Do not complete this form if you are seeking a transcript or verification of your own studies at the University. In those circumstances please contact [registry@uwtsd.ac.uk](mailto:registry@uwtsd.ac.uk)
4. 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:

The Data Protection Officer

UWTSD

Technium 1

Kings Road

Swansea Waterfront

Swansea

SA1 8PH

Alternatively contact our Finance Section [fees@uwtsd.ac.uk](mailto:fees@uwtsd.ac.uk)

1. 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.

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| **1. Personal Details** |
| **Surname**: |
| **Forenames**: |
| **Date of Birth***:* |
| **Home Address /Address to which Data should be sent:** |
| **Telephone number:** |
| **Email address:** |
| **2. Relationship of Data Subject to the University**  \* Please complete all appropriate sections |
| **2(a)\*Current Student** |
| **Course Title:** |
| **School/Institute:** |
| **Student/Library Number:** |
| **2(b)\*Former Student** | |
| **Academic session of your last enrolment:** | |
| **Course Title:** | |
| **School/Institute:** | |
| **Name when enrolled at University** (if different from name given in Section 1): | |
| **2(c)\*Current Staff /Former Staff** | |
| **Date of leaving** *(if applicable):* | |
| **Job Title:** | |
| **School/Institute:** | |
| **Name when employed by University** *(if different from name given in Section 1):* | |
| **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 \*\*).* 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. | |
| Please Note:   * 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). * 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. * 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. * 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. * \*\*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. You will be informed if a higher fee applies by the Data Protection Officer. | |
| **3. Personal Details of the Requester**  Complete this section ***if you are not the Data Subject*** i.e. you are requesting information relating to another person | |
| **Name:** | |
| **Address:** | |
| **Phone:** | |

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| **Details of the exemption that permits you to request the information without the subject’s specific approval:** |
| **Your relationship with the Data Subject:**  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. You many also need to provide evidence of your own identity.* |
| 4. Records Required *– to be completed for all requests* 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. Extra space is available at the end of the form if you are unable to fit all the details in here* |
| **Document(s):** |
| **Over what time period:** |
| 5. Information Required - Checklist |
| A checklist of the documents which must accompany this Request Form: |
| 1. A request form with Sections 1, 2, & 4 completed 2. Evidence of your identity\* 3. If you are not the Data Subject requesting information about yourself:  * evidence of your identity\* * completion of Section 3 of the Request Form * writtenevidence of the Data Subject’s consent to disclose information to you; i.e. a waiver form * evidence of the Data Subject’s identity\*  1. An administration fee of £10 (*or the fee agreed with the University’s Data Protection Officer*\*\*)     *\*If Proof of identity is required you may need to show us your passport, driving licence, birth certificate etc.*  *\*\* 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. You will be informed if an extra charge applies to your request before it is actioned. 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.* |

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| 6. Declaration |
| I …………………………………………………, certify that the information given on this application form to the University of Wales Trinity Saint David (“University”) is true. I understand that it may be necessary for the University to obtain more details in order to locate the correct information. 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.  Signed ……………………………………………………………………………………………………………… Date…………………………………………………  *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.*  *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. All data will be dealt with in accordance with the terms of the Data Protection Act 2018.* |
| **Extra Notes** *if you require to detail more information please detail below* |
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