SUBJECT ACCESS REQUEST PRO-FORMA

When submitting a Subject Access Request under the Data Protection Act 2018, the University has one calendar month to release your information. This period begins once the Data Protection Officer receives your request, along with valid proof of your identity.

The information you provide in this pro forma will allow the Data Protection Officer (DPO) to identify where the information that you have requested may be located. Please provide as much detail as possible when submitting your request. The DPO may contact you for further clarification, if necessary.

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| --- | --- |
| **SUBJECT DETAILS:** | |
| Name |  |
| Address |  |
| Telephone Number |  |
| Email address |  |
| Identification provided  (e.g. Driver’s Licence, Passport) |  |
| Relationship to the University |  |

|  |  |
| --- | --- |
| **INFORMATION ABOUT YOUR REQUEST:** | |
| Describe the information you are requesting in as much detail as possible. | |
| Where possible, please provide the detail of specific individuals and/or School/Service who have access to this information. This will enable us to access and release your information more promptly. | |
| If you are seeking information that is currently held by the University’s Occupational Health Team or Counselling Service, please sign below to indicate that you are giving explicit consent for the Data Protection Officer to access your record.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| How would you like the information to be released to you? Please tick | Hard Copy (by post):  Electronic copy – Encrypted pdf. (by email or usb stick):  Collect in person: |

Please return this form either by email to [dp@lboro.ac.uk](mailto:dp@lboro.ac.uk) or at the following address:

FAO: Data Protection Officer

Loughborough University

Student Enquiries Office

Rutland Building

LE11 3TU