

Data Protection Act 2018 Subject Access Request Form

Please refer to the Guidance notes provided at the end of this form before completing it

1. Your Details

Name: (first names, middle names, surname)	
Title:	Date of Birth:
Current Address:	Previous Address:

Daytime telephone number:

Email address:

You will be asked to provide proofs of your identity and address. Please see the Guidance notes

2. Whose information are you requesting? (please tick the relevant box)

- My Own (please now go to section 4)
 Someone Else's
 Both My own and Someone Else's

3. If you are requesting someone else's information, whose is it? (please provide their details)

Name: (first names, middle names, surname)	
Title:	Date of Birth:
Current Address:	Previous Address:

Daytime telephone number:

Email address:

Your relationship to this person: (please tick the relevant box) "I am the"

- Mother
- Father
- Other (please explain below)

You will be asked to provide proofs of your entitlement to request information on someone else's behalf. Please see the Guidance notes

4. Details of the information you are requesting (please include any known reference numbers)

Falmouth departments/institutes/schools that you think hold the information you are requesting:

Place/office where the information is held, if known to you:

Please describe the type of information you want to see:

5. Proof of Identification and Entitlement

Documents supplied as proof of **identity** (see note 3 in the Guidance notes):

- Recent (less than 3 months old) Utility Bill (scan of original)
- Bank Statement (scan of original)
- Passport **OR** Photo ID driving licence (scan of original)
- Change of name document(s) if relevant (scan of original)

Document(s) supplied as proof of **entitlement** (see note 4 in the Guidance notes). Please describe what document(s) you are providing:

6. Completing the Subject Access Form

The completed Subject Access Request Form and supporting proof of identity and entitlement (if relevant) should be sent via email to:

Information Governance Officer, ig@falmouth.co.uk

Signature of Applicant:

Date:

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Guidance Notes

General

1. Personal details

Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates.

2. Details of the information you require

You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. If the information you require is held in only one place you should identify that place if you can, for example a particular office or school. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the Act.

3. Proof of identification

Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation. We will accept a scanned copy, but not a scanned copy of a photocopy.

For example:

A recent utility bill (less than 3 months old), a bank statement (pdf of online statement or scanned copy of original) **only showing your name and address**. Please block out any financial information.

In some cases additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held. Proof of change of name document(s), if relevant; release of financial, or education records will normally require this additional information.

4. Proof of entitlement

Under the Data Protection Act, only the data subject has a right to ask to see their own records. We normally expect the subject access request to be made by the data subject; all individuals aged 16 or over should make their own subject access requests if they have the mental capacity to make their own decisions (mental capacity as defined in the Mental Capacity Act 2005) unless they appoint someone else to make the subject access request on their behalf.

People making subject access requests on behalf of the data subject need to demonstrate that they have the right to do so. We require one of the following proofs of this right:

a) A person making a subject access request on behalf of a person with mental capacity aged 16 or over

Proof of permission to make the subject access request – a signed letter or consent form from the data subject (we may contact the data subject for confirmation that we can release the information to you).

b) A person making a subject access request on behalf of a person lacking mental capacity aged 16 or over

For persons aged 18 or over, proof of a valid Lasting Power of Attorney or an Enduring Power of Attorney or proof of Court-appointed Deputyship.

5. Keep your documents secure

You can send your documents via email. Our email system is secure. We will delete the copies once we have confirmed your ID.

6. Payment

Currently a fee is not charged for Subject Access Requests.

Please Note:

Children or young people aged 12 – 15 years:

Please note that if you make a subject access request on behalf of a child or young person aged 12 – 15 years, we may independently seek their consent to release the documents to you, even if you have parental responsibility for them. If they are deemed competent to make this decision, we will abide by it. This means that we may not disclose their information to you, should they refuse their consent.

Subject access requests on behalf of persons lacking mental capacity:

Please note that Falmouth University will only release information if we can establish that the disclosure is justified, having balanced the person's best interests and the public interest against the person's right to privacy.

If you have any questions relating to identification requirements or any other aspect of a subject access request, you can email us at ig@falmouth.ac.uk.