

## Right of Access form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to request access of any data/information the Union of Students hold about you, or authorize another person to enact this request on your behalf.

You should complete this form if you would like the Union to supply you with a copy of any personal data we hold about you. To ensure we are releasing data to the right person, we require you to provide us with proof of your identity.

Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of your identity. Please be aware that there may be a delay if the request is complex or numerous

### SECTION 1: Details of the person requesting information (the data subject)

<b>Title:</b>	Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other [ ]
<b>Surname:</b>	
<b>First Name(s):</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Contact Telephone Number(s)</b>	

### Identification

I am enclosing the following copies as proof of identity:

Birth Certificate [ ] Driving Licence [ ] Passport [ ] Official letter to my address [ ]

**Personal Information**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require

**Details:**

**Employment Records**

If you are currently, or have been employed by the Union of Students and are seeking personal information in relation to your employment, please provide details of your department, role and dates of employment.

**Details:**

**SECTION 2: Representation**

Please complete this section of the form with your details if you are acting on behalf of the data subject.

If you are acting on behalf of the data subject, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

<b>Title:</b>	Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other [ ]
<b>Surname:</b>	
<b>First Name(s):</b>	

<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Contact Telephone Number(s)</b>	

**Identification:**

I am enclosing the following copies as proof of identity:

Birth Certificate [ ☐ ]    Driving Licence [ ☐ ]    Passport [ ☐ ]    Official letter to my address [ ☐ ]

**Relationship to the data subject**

Please describe below your relationship to the data subject (e.g. parent, carer, legal representative):

**Authorisation**

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

- [ ☐ ] Letter of authority
- [ ☐ ] Lasting or enduring power of attorney
- [ ☐ ] Evidence of parental responsibility
- [ ☐ ] Other: \_\_\_\_\_

### SECTION 3: Declarations

#### Data Subject Declaration:

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application is true. I understand that it is necessary for the Union of Students to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**OR** (*if applicable*)

#### Authorised Declaration:

I confirm that I am legally authorised to act on behalf of the data subject. I understand that it may be necessary to obtain further information in order to comply with this subject access request.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Warning:** *a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.*

### SECTION 4: Actions

I wish to:

- ☐ [ ] Receive the information in electronic format\*
- ☐ [ ] Receive the information by post\*\*
- ☐ [ ] Collect the information in person
- ☐ [ ] View a copy of the information only
- ☐ [ ] Go through the information with a member of staff

*\*Some files may be too large to transmit electronically, if this is the case we may have to supply in CD format*

*\*\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.*

Please send your completed form and accompanying documents to:

Data Protection Officer  
Union of Students  
University of Derby  
Kedleston Road  
Derby  
DE221GB

Or via email to: [dataprotection@derbyunion.co.uk](mailto:dataprotection@derbyunion.co.uk)

The Union will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with the Union's retention policy, and will be disposed of in a safe and secure manner