

Data Protection Act 2018 Subject Access Request Form



1. Identity

If you are requesting personal data of which you are the subject you must supply a photocopy of proof of identity with this form, such as passport, driving licence or University I.D card.

If you are requesting personal data on behalf of a subject you must describe your relationship to the subject, supply (a) written signed authority of the subject, and (b) a photocopy of proof of the subject's identity with this form, such as passport, driving licence or University I.D card.

2. Personal Details of Subject

Title	Forename(s)	Surname
Any previous name known to the University		
Date of birth	Current telephone number	
Current address	Current email address	
Relationship to university	Start and end dates of employment/education at The University of Sheffield	
Student/staff I.D. number & college/department		
Detailed description of personal data requested		

Any other information that could help identify your personal data

3. Alternative Contact Details (third parties only)

If you are a third party requesting personal data on behalf of the subject, please supply your contact details and describe your relationship to the subject

Title	Forename(s)	Surname
Address	Telephone number	
	Email address	
Relationship to subject		

4. Declaration

I certify that the information provided in this form is accurate to the best of my knowledge. I accept that the University will take reasonable steps to establish identity prior to release of personal data.

I request that the University of Sheffield provide me with a copy of personal data relating to the subject named in Section 2 of this form.

I enclose the following:

- A photocopy of the data subject's proof of identity**
- Written and signed authority of the subject (third parties only)**

Signed	Please print name	Date
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Please send completed forms to:

University Secretary's Office
University of Sheffield
Western Bank
Sheffield
S10 2TN

Alternatively email them to dataprotection@sheffield.ac.uk

