

**Subject Access Request and Data Subject Rights Form**

Please indicate the nature of your **request**:

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| --- | --- | --- |
| 1. | To request copies of personal data that we collect, store and/or process about you; |  |
| 2. | To request rectification of inaccurate personal data, or to have incomplete personal data completed; |  |
| 3. | To request erasure of your personal data (also known as the right to be forgotten); |  |
| 4. | To restrict processing of your personal data; |  |
| 5. | To object to the processing of your personal data; and/or |  |
| 6. | To request data portability so as to receive your personal data in a commonly used and machine readable format. |  |

In order to deal with your **request** we require proof of identity and enough information to enable us to locate the personal data that you **request**. Please complete this form and return it to us with proof of your identity to the Information Protection Unit, Coventry University, Priory Street, Coventry, United Kingdom, CV1 5FB.

We will acknowledge safe receipt and respond within 1 month. We may need to extend the response time for up to an additional 2 months if your request is complex or you are requesting a large amount of personal data. We will write to you if this is the case, and explain why we need more time.

Please note that in some circumstances we will not be able to action your request, for example where we are legally required to retain certain personal data. We will inform you of some or all of your request cannot be actioned, and the reasons why.

We do not charge a fee for providing you with the personal data that you request, but may do so where asked to provide further copies of the same data or where the request is manifestly unfounded or repetitive. In such cases we will inform you of the fee.

**Part 1: Person that the request relates to (the data subject)**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forenames: |  |
| Any other names that you are known by that may assist in the search: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| E-mail: |  |
| Date of birth: |  |
| Student ID or Staff number: |  |

**Part 2: Person making the request**

Please complete the following: *I am / am not the data subject*.

If you are not the data subject, in addition to providing your details below, you must also provide us with written authority from the data subject confirming that you are permitted to make this request. If you cannot prove to our satisfaction that you are authorised, this request will not be processed.

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forenames: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| E-mail: |  |
| Relationship to the data subject: |  |
| Proof of authority enclosed: | YES / NO |

**Part 3: Proof of identity**

To help us establish your identity your application must be accompanied by **two** pieces of identification that between them clearly show your name, date of birth and current address.

Please enclose a copy of one of the following as proof of identity: passport or photocard driving licence, birth or adoption certificate and a copy of a bank statement or utility bill dated within the last three months.

This is to ensure that we are only sending information to the data subject and not to a third party. If none of these are available, please contact the Information Protection Unit, Coventry University, 1st Floor, Portal House, New Union Street, Coventry, CV1 5FB or email [dsar@coventry.ac.uk](mailto:dsar@coventry.ac.uk) for advice on other acceptable forms of identification.

**Part 4: Information requested**

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want by including details in the box below. If possible, restrict your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate your data, for example, for e-mails, the names of senders and recipients and approximate dates. (Please continue on a separate sheet of paper, if necessary.)

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

|  |
| --- |
| **Information Requested** |

**Part 5: Data format**

Please confirm whether you wish to receive the personal data in paper form or electronically. Where you do not specify a preference, it will be provided to you in the same format as your request was received.

|  |  |
| --- | --- |
| Paper (first class recorded delivery); or | YES / NO |
| Electronically (encrypted file, attached to email). If so, please confirm your email address to which it should be sent. | YES / NO |

**Part 6: Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that the information provided on this form is correct and that I am / I am authorised by (*delete as appropriate*) the data subject whose name appears on this form. I understand that Coventry University must confirm proof of identity and that it may be necessary to contact me again for further information to locate the personal data I want. I also understand that my request will not be valid until all of the information requested is received by Coventry University.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_