**Subject Access Request Form**

Please note that completion of this form is not necessary to make a Subject Access Request, however, it may help to provide a more tailored and valuable response to your request in a timely manner. Please note if this form is not completed and you have requested **all** information, the University will conduct a reasonable search for information held centrally.

Please complete the following section:

|  |  |  |
| --- | --- | --- |
| **Details of the Data Subject** |  | |
| Full Name |  | |
| Contact Details |  | |
|  | | |
| **Details of the Applicant** (if different) |  | |
| Full Name |  | |
| Contact details |  | |
| Please provide your relationship to the Data Subject that allows you to make this request on their behalf. Please attach evidence of consent when sending this form. |  | |
|  | | |
| Data Subject’s connection to the University  (please tick) |  | Current Staff Member |
|  | Former Staff Member |
|  | Current Student |
|  | Former Student |
|  | Other (Please Specify) |
| Staff/Student Number (if applicable) |  | |
| Department of Work/Study |  | |
|  | | |
| Preferred method of contact (please tick) |  | Email |
|  | Post |
|  | Telephone |
|  |  |  |
| How should this information be sent to you?  (please tick) |  | By Email – Electronic Format |
|  | By Post – Hard Copy |
|  | | |
| Which areas of the University would you like us to retrieve the information from? (please tick) |  | Human Resources |
|  | Finance |
|  | Your Directorate |
|  | Your Faculty |
|  | Wellbeing and Disability |
|  | Student Records |
|  | Student Finance |
|  | Other |
| If you have selected ‘other’, please specify which specific categories of information you are requesting. |  | |
| If you are requesting emails, would you like emails where you are on the distribution list? | Yes  No | |
| If you are requesting emails, please confirm the sender and recipient(s) of those emails or the names of any staff members whose emails you would like to request. |  | |
| Are you requesting any exact documents? If so, please specify. |  | |
| Is there any information that should be excluded from this search? i.e. emails from John Smith |  | |
| Please confirm a time period for this request. | Start Date: | |
| End Date: | |

This form can be submitted by emailing [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk) or the form can be posted to the following address:

Information Compliance Team

Digital Services

Swansea University

Singleton Park

Swansea

SA2 8PP

*Please note that Swansea University may need to confirm proof of identity to complete a Subject Access Request and that it may be necessary to contact you again for proof of identity or for further information to locate the personal data that you are requesting. This request is not valid until all of the information requested is received by Swansea University.*