

DATA PROTECTION ENQUIRY/SUBJECT ACCESS REQUEST FORM

Under the terms of the General Data Protection Regulation, data subjects are entitled to request details of any personal data that is being kept about them. The University needs to be assured of the data subject's identity before that data is released. The University holds personal records in different parts of its organisation. To assist us to provide the information you require, please answer the following questions:

Details of Data Subject

Surname: _____ **Former Surname:** _____
(if applicable)

Forenames: _____

Address: _____

_____ **Telephone Number:** _____

Date of Birth: _____ **Email:** _____

Please delete as appropriate: Staff/Student/Alumni/Other (please specify):

Please list the University departments in which you have worked or studied:-

Job/Course title: _____

Dates of employment/study: _____

Details of Data Request

Please **SPECIFY** the personal data to which you require access, identifying any specific documents, and the data location, where possible (e.g. Department, Faculty/School/Research Institute, HR, etc.) Please also specify the time period covered by your request. Please note we will **NOT** supply information that you have already been provided with.

Continue on additional sheets, if necessary.

Signature: _____ **Date:** _____

You must provide a photocopy of an approved form of photographic evidence of your identity, e.g. driving licence, passport ID page, birth certificate or University I.D./library card, when making a request.

Please return completed form and evidence of identity via email to:-

LegalServices@liverpool.ac.uk

Or: The Data Protection Officer, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX.