Subject Access Request Form

Under the UK GDPR, all individuals (called data subjects) have the right to request a copy of the personal data that the University holds about them. This is called a Subject Access Request.

**Contact details**

These details enable the University to send a response to this request.

Name:
Email:

**About the data subject**

These details help us to identify the data subject correctly.

Date of birth: Staff or student University ID:Departments in which you have worked (if a member of staff):

Course title/department (if a student):

**Description of request**
*A clear and full description of the nature of your request will help us to handle it effectively. Try to be as precise as possible. We would expect you to give us:*

* *A list of senders and receivers of the information (named individuals if possible).*
* *A date range e.g. from x to x.*
* *A list of departments or teams where your personal data may be held.*
* *Any specific topics that the information relates to e.g. data about my resignation.*
* *The types of documentation required. If you require specific documents or files, let us know which departments may hold them and include any relevant dates.*

I certify that the information given in this request to the University of Liverpool is true. I agree that the University of Liverpool will confirm my identity and it may be necessary to obtain more information.

**Signature:** **Date:**

Along with this form, we also require evidence of your identity. ID (identity) checks are required for security – to protect your personal data from unauthorised access. Examples include a photo driving licence, passport page, birth certificate, a university staff or student card, or any other internationally recognised ID card. If you are making a request on behalf of someone else, we need evidence of their identity and written consent or proof of legal authority.

Send your completed form and evidence of identity by:

* Email to legal@liverpool.ac.uk
* Post to Data Protection Officer, Legal & Governance, University of Liverpool, Hart Building, Mount Pleasant, Liverpool L3 5TQ.

Requests are usually free of charge. We may charge a fee if you ask for copies of information that we have already provided to you.