**Data Subject Access Request (DSAR) Form**

Using this form is one way to make a Data Subject Access Request (DSAR). You can email it to [dpo@newman.ac.uk](mailto:dpo@newman.ac.uk), post it to Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT or deliver it in person in an envelope marked ‘Confidential – Data Protection Officer’.

Please read the DSAR webpage to see what you can access for yourself on MyNewman and iTrent before filling in this form.

**If you are the data subject (the person whose information you want to see) please complete parts 1 and 3 only. If you are making the request on someone else’s behalf please complete parts 1, 2, and 3.**

1. **Data Subject Details:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | Mr | | Mrs | Miss | Ms | Other: | |
| **Surname\*** |  | | | | | | |
| **First name(s)\*** |  | | | | | | |
| **Current address\*** |  | | | | | | |
| **Any previous addresses which may help us to locate personal data we have about you.** |  | | | | | | |
| **Telephone number:** |  | | | | | | |
| **Home (optional)** |  | | | | | | |
| **Work (optional)** |  | | | | | | |
| **Mobile (optional)** |  | | | | | | |
| **Email address\*** |  | | | | | | |
| **Date of birth\* (for verification purposes)** |  | | | | | | |
| **We need to be able to verify that you are the person making the data subject access request. You will need to provide a suitable form of identification. You can choose to provide it now or the Data Protection Officer will contact you to arrange a convenient time for your to bring it in person / post them.**  Current student or staff ID card, passport, driving licence or a combination of a birth certificate along with a different form of photo ID.  N.B. If you post your ID to us we will use it to verify your identification and return it to you by secure post. | | | | | | | If you have attached / enclosed ID please list it here: |
| **Details of data requested:** Please be as specific as you can to help us find the information you want.   Examples include emails during a certain time period, your student support case file, academic appeal file, staff appraisal. | |  | | | | | |

**2. Making a Data Subject Access Request on someone else’s behalf.**The General Data Protection Regulation does not stop you making a request on someone else’s behalf. In these cases, the University will need to be satisfied that the person making the request has the individual’s permission to act on their behalf.

If you are not the ‘data subject’ i.e. the person whose data you want to access, please complete parts 1, 2 and 3.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Are you acting on behalf of the data subject with their legal authority? | | | | | | | Yes  No |
| If ‘Yes’ please state your relationship with the data subject (e.g. parent, legal guardian or solicitor) | | | | | | |  |
| **Please enclose proof that you are legally authorised to obtain this information.** For example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney. | | | | | | | |
| **We need to be able to verify that you are the person making the data subject access request. You will need to provide a suitable form of identification. You can choose to provide it now or the Data Protection Officer will contact you to arrange a convenient time for your to bring it in person / post them.**  Current student or staff ID card, passport, driving licence or a combination of a birth certificate along with a different form of photo ID.  N.B. If you post your ID to us we will use it to verify your identification and return it to you by secure post. | | | | | | If you have attached / enclosed ID please list it here: | |
| **Title** | Mr | Mrs | Miss | Ms | Other: | | |
| **Surname** |  | | | | | | |
| **First name(s)** |  | | | | | | |
| **Current address** |  | | | | | | |
| **Telephone numbers:** |  | | | | | | |
| **Home (optional)** |  | | | | | | |
| **Work (optional)** |  | | | | | | |
| **Mobile (optional)** |  | | | | | | |
| **Email address** |  | | | | | | |

1. **Declaration:**

I am the data subject named in section 1. I request that Newman University provides me with the personal data stated above.

Signature: Date:

I am the person named in section 2. I am making a Data Subject Access Request of behalf of the person named in section 1 i.e. the data subject. I request that Newman University provides me with the personal data stated in section 1.

Signature: Date:

Office Use Only

Date of Receipt of Request:  
  
This form must immediately be forwarded to Newman University’s Data Protection Officer / GDPR Owner. [dpo@newman.ac.uk](mailto:dpo@newman.ac.uk)