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**Data Subject Access Request / Personal Data Sharing Request Form**

Using this form is the recommended way to make a Data Subject Access Request (DSAR) or Personal Data Sharing Request (PDSR). 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’.

**Definitions**

**Data Subject Access Request (DSAR)** – this is a request by a data subject for access to their own personal data, or a request by someone acting on behalf of the data subject for access to their own personal data. The latter is a data subject access request made by a third party but we still use the acronym DSAR as it has the same legal status and legal deadline of one calendar month. An example of a DSAR by a third party is a solicitor acting on behalf of their client and requesting access to that client’s (i.e. the data subject’s) personal data.

**Personal Data Sharing Request (PDSR)**. By some people they are referred to as information requests or third-party information requests but that can be easily confused with Freedom of Information Requests and DSARs by a third party. To ensure we are consistent with differentiating between the two at Newman we will call them Personal Data Sharing Requests. Examples include the police requesting that Newman shares a student’s or staff’s person data with them. Or a solicitor requesting the personal data of someone who is not their client i.e. they are not acting on behalf of them. E.g. their client claims their client’s car was damaged in the Newman car park and they are requesting Newman’s CCTV footage and Newman’s information about the alleged perpetrator’s identity.

If you are the data subject (the person that the information request is about), please read the [DSAR webpage](https://www.newman.ac.uk/knowledge-base/what-is-a-data-subject-access-request-dsar-and-how-do-i-make-one/) 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, 2 and 5 only. If you are making the request on someone else’s behalf please complete parts 1, 2, 3 and 5. If you are making a request for Newman to share information about someone, please complete parts 1,2, 4 and 5.**

1. **Type of Request**

**According to the definitions above which one of these is this request:**

|  |  |
| --- | --- |
| **Data Subject Access request by the data subject** | **Yes / No** |
| **Data Subject Access request by someone acting on behalf of the data subject** | **Yes / No** |
| **Personal Data Sharing Request** | **Yes / No** |

1. **Data Subject Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of data subject\*** |  | | |
| **Surname of data subject\*** |  | | |
| **First name(s) of data subject\*** |  | | |
| **Current address of data subject\*** |  | | |
| **Any previous addresses which may help us to locate personal data we have about the data subject.\*** |  | | |
| **Landline** |  | | |
| **Mobile** |  | | |
| **Email address of data subject\*** |  | | |
| **Date of birth of data subject (for verification purposes)\*** |  | | |
| **Student Number (if applicable):** | |  | |
| **Relationship to Newman University:** *It will help us to answer your request more quickly if you tell us the data subject’s relationship to the University. Examples include: enquirer, applicant, current student, former student, alumnus, member of staff, former member of staff, visitor, contractor etc.* | | | |
|  | | | |
| **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, an academic appeal file, a staff appraisal etc.* | | | |
|  | | | |
| **Are you the data subject?** | | | **Yes / No** |
| **If you are the data subject, please move onto section 5.**  **If you are making a data subject access request on behalf of the data subject, please move onto section 3.**  **If you are making a Personal Data Sharing Request, please move onto section 4.** | | | |

1. **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 and/ or has legal authority to act on their behalf.

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you acting on behalf of the data subject with their legal authority?** | | | Yes  No |
| **Please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)** | | |  |
| **Your Title\*** |  | | |
| **Your Surname\*** |  | | |
| **Your First name(s)\*** |  | | |
| **Your Address\* (if you are making this request in your professional capacity please provide your work address)** |  | | |
| **Landline** |  | | |
| **Mobile** |  | | |
| **Email address\* (if you are making this request in your professional capacity please provide your work address)** | |  | |
| **You will need to be able to provide proof that you are legally authorised to obtain this information.** You can choose to provide it now or the Data Protection Officer will contact you to arrange a convenient time for you to bring it in person / post them. Examples include: a letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney. If you have attached / enclosed ID please list it below: | | | |
|  | | | |
| **We need to be able to verify that you are the person making the data subject access request. Therefore you may be asked to provide a suitable form of identification. The Data Protection Officer may contact you to arrange this check. Acceptable ID includes:** 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 below: | | | |
|  | | | |
| **Please move onto section 5.** | | | |

1. **Making a Personal Data Sharing Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please state your relationship or link with the data subject (e.g. parent, legal guardian, probation officer, solicitor, police officer involved in case)** | | |  |
| **Your Title\*** |  | | |
| **Your Surname\*** |  | | |
| **Your First name(s)\*** |  | | |
| **Your Address\* (if you are making this request in your professional capacity please provide your work address)** |  | | |
| **Landline** |  | | |
| **Mobile** |  | | |
| **Email address\* (if you are making this request in your professional capacity please provide your work address)** | |  | |
| **If police, your collar number / ID number** | |  | |
| **Please state why you wish to access the personal data you are requesting. Please include whether you have any legal authority to access this personal data or whether you believe Newman University has a legal obligation to make this personal data accessible to you.** | | | |
|  | | | |
| **We need to be able to verify that you are the person making the personal data sharing request. Therefore you may be asked to provide a suitable form of identification. The Data Protection Officer may contact you to arrange this check. Acceptable ID includes:** 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 below: | | | |
|  | | | |
| **Please move onto section 5.** | | | |

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:

OR

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:

OR

I am the person named in section 3. I am making a Personal Data Sharing Request about the data subject. I request that Newman University provides me with the personal data stated in section 3.

Signature:

Date:

Office Use Only

Date of Receipt of Request:

(If required) Date of ID verification:

ID shown:

(If required) Date of ‘Proof of Authority’ verification:

Proof shown:

If received by someone other than the DPO, this form must immediately be forwarded to DPO. [dpo@newman.ac.uk](mailto:dpo@newman.ac.uk)