Data Protection: Subject Access Request Form

Under the terms of the Data Protection Act 2018, staff, students and other users of UHI Perth have the right to access to personal data relating to themselves that is held by UHI Perth in electronic format and/or manual records forming part of a 'relevant filing system'.

Any individual who wishes to exercise this right should apply using this subject access request application form.

The University adopts a general policy of openness in terms of allowing individuals access to their personal information and aims to satisfy subject access requests as quickly as possible.

UHI Perth may hold personal records in different parts of its organisation. To assist us to provide the information you require, please provide the following information (information gathered will be treated as per the [privacy notice](https://www.uhi.ac.uk/en/t4-media/one-web/university/about-uhi/governance/policies-and-regulations/uhipn-corp-sar.docx)):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details** | | | | |
| Surname: | |  | | |
| Former Surname (if applicable): | |  | | |
| Forenames: | |  | | |
| Address: | | | | |
|  | | | | |
| Telephone Number: |  | | Date of Birth: |  |

|  |  |  |
| --- | --- | --- |
| **Students** | | |
| Are you a present or past student of UHI Perth? | Yes | No |
| If yes, please give details of course of study and dates: | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Staff** | | |
| Are you a present or past member of staff? | Yes | No |
|  | Present | Past |
| If yes, give department: | | |
|  | | |
| For past staff, give dates of employment: | | |
|  | | |

|  |
| --- |
| **Others (Neither Staff nor Student)** |
| If you are neither staff nor student, please specify your connection with UHI Perth: |
|  |

|  |
| --- |
| **Information Required** |
| UHI Perth may hold personal records in different parts of the organisation. Please specify the information you require. Please be as specific as possible to help us process your request as quickly as possible. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Signature:** |  | **Date:** |  |

On completion, this form should be sent to the:

Clerk to the Board of Management

UHI Perth

Crieff Road

PERTH

PH1 2NX

Or by email to:

[Dataprotection.perth@uhi.ac.uk](mailto:Dataprotection.perth@uhi.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **College Use Only** | | | |
| **Reference Number:** |  | **Date Received:** |  |
| **Confirmation of identity checked:** | | Yes | No |
| F | | | |