# University of Bradford logo

# Subject Access Request Form

## Details of the Data Subject

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Post code:** |  |
| **Email:** |  |

## Please indicate your relationship with the University

We will automatically search the following units for personal data:

* Students and alumni: student/alumni records system and the applicant’s school and faculty.
* Staff: Personnel file from HR and the applicant’s home department.

|  |  |
| --- | --- |
| **Your relationship with the University** | **Tick ()** |
| Student |  |
| Staff |  |
| Alumni |  |
| Other |  |

|  |
| --- |
| **If you are neither staff nor student, please explain connection with the University and list which units you would like to be searched:** |
|  |

|  |
| --- |
| **If you believe that there is information held in other units which you would like to be searched, please give details here:** |
|  |

## Details of the person making the application, if different from the Data Subject

**Note:** If you are not the Data Subject you should enclose their written authority permitting you to make this request.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Post code:** |  |
| **Email:** |  |
| **Describe your relationship with the Data Subject** |  |

## Proof of identity or written permission

|  |  |
| --- | --- |
| **I enclose the following:** | **Tick ()** |
| Proof of identity (ID card, driving licence or passport etc. Photocopies are acceptable) |  |
| Written authority permitting you to make this request (if you are not the Data Subject) |  |

## Signature

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

Please return this form to [data-protection@bradford.ac.uk](mailto:data-protection@bradford.ac.uk) or to the Data Protection Officer, D16 Richmond Building, University of Bradford, Bradford, BD7 1DP.