



University  
of Worcester

**DATA PROTECTION SUBJECT ACCESS REQUEST FORM**

Please return the form to the Data Protection Officer  
([infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk))

<p>1. Details of person requesting the information</p> <p>Full Name .....</p> <p>Student/Staff Number (where appropriate) ..... .....</p> <p>Tel No .....</p> <p>Email. .....</p>
<p>2. Are you the data subject?</p> <p><b>YES: If you are the Data Subject, please supply evidence of your identify i.e.: photocopy of birth certificate, driving licence or passport and a stamped addressed envelope for returning the document to you.</b></p> <p>NO: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (Please complete question 3 and 4)</p>
<p>3. Details of the Data Subject (if different to 1)</p> <p>Full Name .....</p> <p>Address ..... ..... .....</p>

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

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5. Please describe the information you seek together with any other relevant information. This will help to identify the information you require. You should include details of the period covered by the request, the type of data you are seeking, which areas of the University you interacted with. This will help us identify your data. *Please continue on a separate sheet if necessary.*

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We may ask you to provide us with proof of identity before we can respond to your request.

*Note: The period of 1 calendar month in which the organisation must respond to the request will not commence until it is satisfied upon these matters.*

Signature .....

Date .....

Signature of the data subject if they are not the person requesting the information: .....

Please return the completed form to the Data Protection Officer, University of Worcester, Henwick Grove, Worcester, WR2 6AJ. Email: [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk)

Tel No ..... Fax No.....

Email .....