

# St Hugh's College Subject Access Request form

## ABOUT

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to receive your data. You will also need to provide proof of your identity. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

## PROOF OF IDENTITY

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

## ADMINISTRATION FEE

St Hugh's College's policy is not to charge for Subject Access Requests, unless it is manifestly unfounded or excessive, particularly if it is repetitive. You will be informed if this is the case, on receipt of the form.

## CONTROLS SURROUNDING THE SAR PROCESS

When this form has been received by St Hugh's College the information submitted will be recorded in a log and kept for 2 years. When the SAR is verified, other information is required, or if the SAR returns no data then the requestor and/or agent will be informed. Under the GDPR, organisations can withhold personal data if disclosing it would 'adversely affect the rights and freedoms of others; the requestor and/or agent will be informed. If the SAR is verified, the data will be provided in an encrypted file and sent to the subjects address via either recorded mail or placed into an online repository, together with a phone number for the DPO. The subject will be required to call the DPO for the decryption password. St Hugh's College will delete the file after 30 days of being made available.

## FORM SECTIONS

### SECTION 1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____
Surname / Last Name / Family Name:
Date of Birth:
Address:
Post Code:

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Previous Addresses:
Post Code:
Day Time Telephone Number(s):
Preferred method of receipt for data: Online (details sent via email) <input type="checkbox"/> - please supply an email address _____ To my address <input type="checkbox"/>
I am enclosing the following copies as proof of identity (you must supply at least two items from this list): Birth certificate <input type="checkbox"/> Driving licence <input type="checkbox"/> Passport <input type="checkbox"/> An official letter to my address <input type="checkbox"/>
<i>If none of these are available please email <a href="mailto:dpo@st-hughs.ox.ac.uk">dpo@st-hughs.ox.ac.uk</a> for advice.</i>
<u>Personal Information</u> If you only want to know what information is held in specific records please indicate in the "Details" box below. Please let us know in what capacity your involvement in the College is/was based, such as student, staff, visitor etc.
Details:

## SECTION 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____
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Surname / Last Name / Family Name:
Date of Birth:
Address:  Post Code:
Previous Addresses:  Post Code:
Day Time Telephone Number(s):
<u>Proof of identity (as per page 1)</u>
I am enclosing the following copies as proof of identity:  Birth certificate <input type="checkbox"/> Driving licence <input type="checkbox"/> Passport <input type="checkbox"/> An official letter to my address <input type="checkbox"/>
<i>If none of these are available please email <a href="mailto:dpo@st-hughs.ox.ac.uk">dpo@st-hughs.ox.ac.uk</a> for advice.</i>
What is your relationship to the data subject? (e.g. parent, carer, legal representative)
I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:  Letter of authority <input type="checkbox"/> Lasting or Enduring Power of Attorney <input type="checkbox"/> Evidence of parental responsibility <input type="checkbox"/>  Other (give details) _____
Data Subject Declaration:  I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that St Hugh's College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.
Name:

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Signature:	Date:
<b>OR</b>	
Authorised person – Declaration (if applicable):  I confirm that I am legally authorised to act on behalf of the data subject. I understand that St Hugh's College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.	
Name:	
Signature:	Date:

<b><u>INTERNAL USE ONLY</u></b>
SAR ID Number: _____