**DATA PROTECTION ACT 1998**



**SUBJECT ACCESS REQUEST FORM**

The following information will help us to locate your personal data and ensure a full and accurate response. Please complete all applicable stages (1-8) below in block capitals.

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| **1. Details of data subject** (the individual making the request for their own personal data) |
| Surname |
| Forename |
| Date of Birth |
| Home address |
| Telephone Number |
| Email Address |
|  |
| **2. Relationship of data subject to the University** \*Please complete all appropriate sections |
| **\*Current or former student** |
| Course title/name of award |
| Faculty/Research Institute |
| Student Number |
| Academic session last enrolled |
| Name when registered at University (if different to name above) |
| **\*Current or former member of staff** |
| Staff/Payroll Number |
| Job title |
| Faculty/Research Institute/Directorate |
| Date of leaving (if applicable) |
| Name when employed by the University (if different to name above) |
| **\*Other** Please give details e.g. applicant for employment, student applicant, customer, supplier, landlord, consultant, referee, external examiner etc. |
|  |
| **3. To be completed by Agent/Representative applying on behalf of the Data Subject** (where applicable) |
| Full name of Agent |
| Address |
| Telephone number |
| Email |
| **4. Data Requested** |
| Please help us to locate your personal data by ticking each area in which you believe your personal data is held and which services you have used. Add any notes which will help us to locate the data. NB the Students’ Union, the Student Medical Centre and the University's Occupational Health provider are separate legal entities and any subject access requests for information held by those areas should be addressed directly to the service/organisation - see back of form for details. |
| **Directorate or Faculty** | ** to search**  |
| * Secretary and Registrar’s Directorate:
 |
| * Registry Services (Includes information held on Student Information system; student appeals, complaints and disciplinary cases from 1 August 2011).
 |  |
| * Strategic Planning and Intelligence (Includes management information and annual planning)
 |  |
| * Health and Safety Service
 |  |
| * Business Improvement Services (project management and business analysis)
 |  |
| * Governance Services (Includes governance and legal compliance. Also Stage 2 student appeals, complaints, and disciplinary cases up to 1 August 2011.)
 |  |
| * Vice-Chancellor’s Office
 |  |
| * Pro Vice-Chancellors’ Offices (non-faculty PVCs only - for faculty PVCs see faculties below)
 |  |
| * Library &Student Support Services:
 |  |
| * Student Financial Support - (provides information and advice on student financial issues)
 |  |
| * Student Wellbeing Service (Includes Counselling, Mental Health, Multifaith Chaplaincy)
 |  |
| * International Student Support
 |  |
| * Disabled Student Support
 |  |
| * Careers and Employment
 |  |
| * Student Help
 |  |
| * Student Progression and Transition
 |  |
| * Learning Centres (library and information resources)
 |  |
| * Information Systems and Technology
 |  |
| * Human Resources Directorate (Includes payroll information)
 |  |
| * Research and Innovation Office (Includes research support, knowledge transfer, student enterprise)
 |  |
| * Finance Directorate
 |  |
| * Facilities Directorate:
 |
| * Accommodation Office
 |  |
| * Security
 |  |
| * Conference and Events
 |  |
| * Sport Hallam
 |  |
| * Childcare Services (the University Nursery)
 |  |
| * Other
 |  |
| * Directorate of Corporate Affairs
 |  |
| * Marketing Department (Includes Alumni)
 |  |
| * Corporate Communications
 |  |
| * Pre-Enrolment Services (includes Admissions and schools outreach)
 |  |
| * Learning Enhancement & Academic Development
 |  |
| * Directorate of Education & Employer Partnerships
 |  |
| * Student Engagement, Evaluation and Research
 |  |
| * Directorate of International Development (includes international recruitment)
 |  |
| * Faculty of Arts, Computing, Engineering and Science (ACES) (Includes PVC office)
 |  |
| * Faculty of Development and Society (Includes PVC office)
 |  |
| * Faculty of Health and Wellbeing (Includes PVC office)
 |  |
| * Sheffield Business School (Includes PVC office)
 |  |
| Other - Please specify |  |
| **5. Specific documents/Additional information** |
| If you are requesting personal data contained within specific documents, please provide details (e.g. staff names, description of document/process/incident, dates, locations). Please also add any other information which will help us to locate your personal data. You may add extra sheets. |
|  |
| If you require search of CCTV footage please specify the date(s), time(s) and location(s)NB: You must supply a photo to enable the University to locate your data. |
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| --- | --- |
| **6. How would you like to receive your personal data?** Please tick one box |  |
| By post/courier |  |
| Collect from University |  |

#### 7. Information required

1) Please note that a £10 fee applies to all Subject Access Requests. Please make your payment at <http://store.shu.ac.uk> and add your order number here:

 ORDER NUMBER…………………………………………………………………………………….

2) Please attach the following:

a photocopy of one item of evidence of the data subjects identity e.g. SHU card, birth certificate, driving licence, passport.

In addition, if you are an agent applying for the data on behalf of the data subject please attach:

1. one item of evidence of your identity i.e. SHU card, birth certificate, driving licence, passport;
2. signed authority from the data subject to disclose their data to you as their agent.

### 8. Declaration

I certify that the information given on this form is true. I understand that it is necessary for Sheffield Hallam University to confirm my/the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct information. I also understand that the 40 day period in which the University must respond to my request under the Data Protection Act only commences when reasonable inquiries to confirm my identity are completed and when the fee of £10 has been received.

Signed……………………………………….…………… Date………………………............

**Please return to** the Information Governance Officer, Secretary and Registrar’s Directorate, Sheffield Hallam University, City Campus, Howard Street, Sheffield S1 1WB or email foi@shu.ac.uk.

**Payment**

Please use the payment facility at our Online Store: <http://store.shu.ac.uk>.

If you do not have internet access, please contact the Information Governance Officer (email [foi@shu.ac.uk](https://exchange2010.shu.ac.uk/owa/redir.aspx?C=L2ZvjMcAjEOdH9ep66LWWm9euKFvidAI7or3gY2f50DSndPp6IG7c5MQGbtnds19sMvVwYCBWUw.&URL=mailto%3afoi%40shu.ac.uk) or tel 0114 225 3361) to discuss payment options.

Please note that searches for your personal data will not commence until payment has been received.

**Obtaining Copies of Information from other Organisations**

If you wish to obtain copies of your personal data from the Students' Union, the Student Medical Centre, or the University's Occupational Health Provider, you will need to contact these organisations directly. Please note that a separate Subject Access Request fee may be required by these organisations. The fee will depend on the nature of the personal data and the type of Data Controller. Please see contact details below:

**Hallam Union**

Hallam Union
The HUBS
Paternoster Row
Sheffield
S1 2QQ
Tel: 0114 225 4111

<http://www.shu.ac.uk/university/union/>

<http://hallamunion.org/>

**People Asset Management** (Occupational Health Provider)

Palmyra Square Chambers

13-15 Springfield Street

Warrington

WA1 1BB.

**Porterbrook Medical Centre** (Provider of Student Medical Centre)

9 Sunderland Street

Sheffield

S11 8HN

Telephone: 0114 2636100

<http://www.studenthealthatshu.co.uk/>