

## STAFF SUBJECT ACCESS REQUEST FORM

### GUIDANCE

Individuals have a right of access to their own personal data held by us. A request for all such information is called a Subject Access Request. We can only release copies of personal data to the data subject (the person who the data is about). We will not release it to any third parties unless we have the written consent of the data subject.

### THE APPLICATION FORM

Please complete this form clearly, preferably in black type/ink. Please answer all of the questions.

- Section 1** asks you to give information about yourself, which will help us to confirm your identity. We have a duty to ensure that information we hold is secure and we must be satisfied that you are who you say you are.
- Section 2** asks what information you are requesting. Please be as specific as possible about what information you require; the more details of dates, locations, etc. provided will assist us in locating the correct information.
- Section 3** asks you to provide a correspondence address of where you would like the information to be sent. It also asks for your email and/or telephone number so we can contact you if we have a query.
- Section 4** asks you to provide evidence of your identity by producing copies of official documents with your application. If you are a current member of staff you may provide a copy of your staff ID badge.

### NEXT STEPS

When you have completed the form please send it to;

Helen Ogden  
Compliance Manager  
Norwich University of the Arts  
Francis House  
3-7 Redwell Street  
Norwich NR2 4SN

Tel: 44 (0)1603 610561  
Fax: ++ 44 (0)1603 615728  
Email: [dataprotection@nua.ac.uk](mailto:dataprotection@nua.ac.uk)

Your request will be acknowledged and processed within one month of receipt. Information will be sent to the correspondence address that you have specified on this form.

If you have any queries about this process, please contact us at the above address.

## STAFF SUBJECT ACCESS REQUEST FORM

*Please complete this form clearly, preferably in black type/ink.*

*Please answer all of the questions*

SECTION A: DETAILS	
1. Surname/Family Name	1a. First and other names (in full)
1b. Date of birth:	1c. Staff number (if known)
1d. Job title	1e. Current member of staff (yes/no)
1f. If you are not a current member of staff please indicate the date that you left:	
2. Please give details of what information you wish to access (to assist the University in locating the specific information required).	
3. Address for correspondence:	3a. Telephone or mobile number:
	3b. Email address
4. I enclose the following documentation as evidence of my identity: <input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other, please specify.....	

SECTION B: DECLARATION
I request the release of the information I have requested on this form in accordance with the University's notification under the Data Protection Act. The information which I have supplied on this form is correct, and I am the person to whom it relates.
Signed _____ Date _____

**WHEN COMPLETED PLEASE SEND THIS FORM TO THE ADDRESS BELOW.**

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Compliance Manager  
Norwich University of the Arts  
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**Office Use**

Date received		ID checked		AR Initial		Date response sent	
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