# SUBJECT ACCESS REQUEST

## Submitting a Subject Access Request (SAR)

“Subject access” is the right of an individual to access personal data relating to him or her, which are held by the College. Please complete and return this form to the Data Protection Coordinator of University College using the address information on below.

Please note that if you require information about examination results contact the Examinations Office directly. Examination scripts are exempt from Subject Access rights.

Your Subject Access Request will be processed by a limited number of staff under the supervision of the College’s Data Protection Officer, who will be required to view all the data that you request, including personnel, financial and occupational health records. By submitting a Subject Access Request you are accepting that College staff will need to request and view the data about you in order to assess what can be disclosed. Information held on third parties, including other College members, may be withheld if it might breach other confidentiality requirement. In any event, all data will be handled securely and in the strictest confidence.

The College’s Data Protection Coordinator has a duty to establish the identity of the requester and will advise you on the required forms of identification.

The Data Protection Coordinator will gather the appropriate information and personal data that is the focus of the SAR. The College will comply with SARs as quickly as possible to ensure that a response is provided within 1 calendar month from receipt of identification unless there is good reason for delay. Please provide as much specificity and clarity in the SAR as possible to avoid disappointment. Note that data protection law allow for an extension of up to 2 months when responding to very complex requests. We may also refuse requests that are deemed manifestly unfounded or excessive, and reserve the right to charge a fee. In such cases the reason for refusal, delay, or any fees payable will be explained in writing.

If you are seeking data held by Oxford University or any Student Union or similar, you will need to contact them directly as a they are a separate and different entity from University College; each entity is responsible for their own access requests.

|  |  |
| --- | --- |
| **APPLICANT CONTACT DETAILS** | |
| First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Postal / email address \* | Click or tap here to enter text. |
| Phone Number \*\* | Click or tap here to enter text. |
| \*If you would like your information electronically please provide an email address.  \*\*If you do not wish for us to contact you by phone please leave blank. | |

|  |  |
| --- | --- |
| **RELATIONSHIP WITH THE COLLEGE** | |
| Please make clear your relationship with the College | Click or tap here to enter text. |
| Job / Course Title | Click or tap here to enter text. |
| Dates employed / studied (Start and end) | Click or tap here to enter text. |
| Staff / Student No.  Oxford Username | Click or tap here to enter text. |

|  |
| --- |
| **THE PERSONAL DATA YOU WOULD LIKE ACCESS TO** |
| Please specify which personal data that you would like access to by identifying any specific documents or types of documents, and where you believe the personal data to be held (e.g. Bursary/Treasury, Academic Office, HR, etc.). Examples are ‘Staff HR file’, ‘Student file’, ‘Complaints file’ or ‘Counselling file’. |
| Click or tap here to enter text. |
| Is the personal data held by a person or unit in University College? If ‘yes’, please provide details. If you are seeking records that you believe are held by a specific individual, please provide their name and department. |
| Click or tap here to enter text. |
| Please specify the period covered by your request. |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| **AUTHORISATION** | |
| Signature | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| Please provide evidence of your identity (e.g. a photocopy or scan of your driving licence or passport) and proof of address (e.g. a current utility bill or recent bank statement). Once received you will receive a formal acknowledgement of your request and a reference number. | |

**PLEASE SEND COMPLETED FORMS TO:**

**Data Protection Coordinator c/o Estate Bursary  
University College  
Oxford, OX1 4BH**

**Or email to:**

**dataprotection@univ.ox.ac.uk**