

<b>For Office Use Only</b>	
<b>Reference:</b>	

## Subject Access Request Form

Please refer to the Guidance notes provided at the end of this form before completing it

### 1. Your Details

Name: (first names, middle names, surname)	
Mr / Mrs / Ms / Miss:	Date of Birth:
Current Address:	Previous Address:
Daytime telephone number:	
Email address:	

You will be asked to provide proofs of your identity and address. Please see the Guidance notes

### 2. Whose information are you requesting? (please tick the relevant box)

- My Own (please now go to section 4)
- Someone Else's
- Both My own and Someone Else's

### 3. If you are requesting someone else's information, whose is it? (please provide their details)

Name: (first names, middle names, surname)	
Mr / Mrs / Ms / Miss:	Date of Birth:
Current Address:	Previous Address:
Daytime telephone number:	
Email address:	

Your relationship to this person: (please tick the relevant box)

**"I am the ...."**

- Mother
- Father
- Other (please explain below)

You will be asked to provide proof of your entitlement to request information on someone else's behalf. Please see the Guidance notes

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## Subject Access Request Form (cont'd)

**4. Details of the information you are requesting (please include any known reference numbers)**

Hartpury departments/institutes/schools that you think hold the information you are requesting:

Place/office where the information is held, if known to you:

Please describe the type of information you want to see:

**5. Proof of Identification and Entitlement**

Documents supplied as proof of **identity** (see note 3 in the Guidance notes):

- Recent (less than 3 months old) Utility Bill (original)
- Bank Statement (original)
- Passport **OR** Photo ID driving licence
- Change of name document(s) if relevant

Document(s) supplied as proof of **entitlement** (see note 4 in the Guidance notes). Please describe what document(s) you are providing:

**6. Submitting the Request Form**

The completed Subject Access Request Form and supporting proof of identity and entitlement (if relevant) should be taken or sent to:

[dpo@hartpury.ac.uk](mailto:dpo@hartpury.ac.uk) or Data Protection Officer, Hartpury College, Hartpury House, Gloucester, GL19 3BE.

<b>Signature of Applicant:</b>	<b>Date:</b>
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**For Office Use Only:**

**Date Request Accepted:**

**Date Reply Sent (within 30 days of Request Acceptance):**

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## Subject Access Request Form Guidance Notes

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### General

#### 1. Personal details

Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.

#### 2. Details of the information you require

You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. If the information you require is held in only one place you should identify that place if you can, for example a particular office or school. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the General Data Protection Regulation (GDPR) and/or the Data Protection Act.

#### 3. Proof of identification

Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, for example, a recent utility bill (less than 3 months old), bank statement (photocopies are not acceptable) showing your name and address. In some cases additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held. Proof of change of name document(s), if relevant; release of financial, or education records will normally require this additional information.

#### 4. Proof of entitlement

Under the GDPR, only the data subject has a right to ask to see their own records. We normally expect the Subject Access Request to be made by the data subject; all individuals aged 16 or over should make their own Subject Access Requests if they have the mental capacity to make their own decisions (mental capacity as defined in the Mental Capacity Act 2005), unless they appoint someone else to make the Subject Access Request on their behalf.

People making Subject Access Requests on behalf of the data subject need to demonstrate that they have the right to do so. We require one of the following proofs of this right:

##### **a) A person making a Subject Access Request on behalf of a person with mental capacity aged 16 or over**

Proof of permission to make the Subject Access Request – a signed letter or consent form from the data subject (we may contact the data subject for confirmation that we can release the information to you).

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### **b) A person making a Subject Access Request on behalf of a person lacking mental capacity aged 16 or over**

For persons aged 18 or over, proof of a valid Lasting Power of Attorney or an Enduring Power of Attorney or proof of Court-appointed Deputyship.

#### **5. Keep your documents secure**

Always send important documents by recorded / special / registered delivery as appropriate or by bringing them to Hartpury's reception at: Hartpury House, Gloucester, GL19 3BE. Hartpury cannot be held liable for items lost in the post. Hartpury undertakes to return documents safely by recorded delivery.

#### **6. Payment**

Hartpury reserves the right under the GDPR to charge a reasonable fee when the request is manifestly unfounded, excessive or repetitive. Please see guidance from the Information Commissioner's Office on this at [www.ico.org.uk](http://www.ico.org.uk). Hartpury may also charge a reasonable fee for requests for further copies of the same information. This fee will be based on the administrative cost of providing the information.

#### **Please Note:**

##### **Children or young people aged 12 – 15 years:**

Please note that if you make a Subject Access Request on behalf of a child or young person aged 12 – 15 years, we may independently seek their consent to release the documents to you, even if you have parental responsibility for them. If they are deemed competent to make this decision, we will abide by it. This means that we may not disclose their information to you, should they refuse their consent.

##### **Subject Access Requests on behalf of persons lacking mental capacity:**

Please note that Hartpury will only release information if we can establish that the disclosure is justified, having balanced the person's best interests and the public interest against the person's right to privacy.

If you have any questions relating to identification requirements or any other aspects of a Subject Access Request, you can email us at [dpo@hartpury.ac.uk](mailto:dpo@hartpury.ac.uk) or phone us on 01452 702100.