



DATA SUBJECT ACCESS REQUEST FORM

Please indicate the nature of your request:

To request a copy of your personal data that Arden University collect, store and/or process.	
To request correction of inaccurate personal data, or to have incomplete personal data completed.	
To request erasure of your personal data (also known as “the right to be forgotten”).	
To restrict processing of your personal data.	
To object to the processing of your personal data.	
To exercise your right to data portability and receive a copy of your personal data in a commonly used and machine-readable format.	

In order to process your request, we require proof of your identity, such as a copy of your driving licence, your student ID, or employee number.

You can make a Data Subject Access Request by completing this form and returning it to dpo@arden.ac.uk or you can write to the following address; Data Protection Officer, Arden University, Arden House, Middlemarch Park, Coventry, CV3 4FJ.

We cannot release personal data to anybody other than the data subject unless we have their express consent to do so. If you are making a request on behalf of somebody else, the request must also include proof that the data subject has consented to the request and to their personal data being provided to you. If you cannot confirm to our satisfaction that you are authorised, this request will not be processed.

We will respond to your request within one month. We may need to extend the response time by two additional months if your request is complex or if it contains a large amount of data. We will write to you within one month if this is the case and explain why we need more time.

In certain circumstances we will not be able to action your request. This may be because there is a legal reason not to release the data. We will inform you if some or all of your request cannot be actioned, and the reasons why.

Arden University does not usually charge a fee for providing you with a copy of your personal data. However, if the request is manifestly unfounded or repetitive we may charge an administration fee. If this is the case, we will write to you to inform you of the fee.

Statement: I am/am not (*delete as appropriate*) the data subject

Please complete the details below for the person that the request relates to (the data subject)

Title:	
Forenames:	
Surname:	
Any other names that you are known by that may assist in the search:	
Address:	
Telephone number:	
Email address:	
Date of birth:	
Student ID or Staff number:	

If you are not the data subject, please complete your details below. In addition, you must provide us with written consent from the data subject confirming that you are permitted to make this request.

Title:	
Forenames:	
Surname:	
Address:	
Telephone number:	
Email address:	
Relationship to the data subject:	
Consent from the data subject enclosed:	Yes/No

Proof of identity

We require proof of your identity in order to process your request. This is to ensure that we are sending information to the data subject and not to a third party. Please enclose of copy of two forms of identity that between them show your name, date of birth, and current address. Acceptable

forms of identity include; photo driving licence, your student ID card, employee ID card, passport, birth certificate, or a bank statement or utility bill dated within the last three months.

If proof of identity is not available, please email dpo@arden.ac.uk or write to Data Protection Officer, Arden University, Arden House, Middlemarch Park, Coventry, CV3 4FJ for advice on other means of identification.

Information requested

In the box below please provide as much detail as you can about the information you want. To help us deal with your request efficiently please try to restrict your request to a particular service, department, team, individual, or incident. Please include time frames, dates, names or types of documents, file references, and any other details that may enable us to locate your information quickly. Please continue using a separate sheet of paper if necessary.

If your request is unclear or does not provide sufficient information for us to conduct a search we will contact you for additional information. We will begin processing your request once we have confirmed your identity and have all of the information we require to search for your data.

If the information you request contains personal data about another person, we will either gather consent from that individual before sending you the information, or remove any third parties' personal information before responding. If we are unable to provide you with access to your

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personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Format of our response

Please confirm the format in which you wish us to respond. If you do not specify a preference the response will be sent in the same format as your request was received.

Paper (response will be sent first class recorded delivery)	Yes/No
Electronic (response will be sent as an encrypted attachment to an email)	Yes/No

If you are not satisfied with our response

If you are not satisfied with our response, for example if you believe that some of the data that you requested is missing, please write to us at Data Protection Officer, Arden University, Arden House, Middlemarch Park, Coventry, CV3 4FJ or email dpo@arden.ac.uk. Please set out your concerns in as much detail as possible. For example, if you think that some information is missing, please tell us what you were expecting to receive.

If you are unhappy with the proposed resolution to your complaint, you have the right to contact the Information Commissioner's Office. Further information may be found on the Information Commissioner's Office website www.ico.org.uk or by calling their helpline on 0303 123 111.

Declaration

I, _____, confirm that the information provided on this form is correct and that I am/I am authorised by (*delete as appropriate*) the data subject whose name appears on this form. I understand that Arden University must confirm proof of identity and that it may be necessary to contact me again for further information to locate the personal data I want. I also understand that my request will not be valid until all of the information requested is received by Arden University.

Signature: _____

Date: __ / __ / ____