



**Bournemouth  
University**

# Subject access request form

[www.bournemouth.ac.uk/foi](http://www.bournemouth.ac.uk/foi)

## Request for information under the Data Protection Act 1998

This form should be completed only if you are requesting personal information relating to yourself or on behalf of a third party.

**Please complete in block capitals or type.**

### 1. Personal details of the person requesting the information

\*Surname: \_\_\_\_\_ \*Forename: \_\_\_\_\_

\*Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ \*Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Are you the Data Subject (ie. the person whose information you are requesting)?

Please tick the appropriate box

Yes  (Please go straight to question 5)

No  (Please continue to questions 3 and 4)

### 3. Personal details of the Data Subject

\*\*Surname: \_\_\_\_\_ \*\*Forename: \_\_\_\_\_

\*\*Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ \*\*Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

\*required fields

\*\* required fields only if section 3 applies

### 4. Please describe your relationship with the Data Subject that leads you to make this request on their behalf.



**Bournemouth University**

# Subject access request form

[www.bournemouth.ac.uk/foi](http://www.bournemouth.ac.uk/foi)

## 5. Specific information requested

If you would like to see **only** specific documents, please describe these below. Please note that if you are requesting a copy of your exam paper you should specify the course title, subject, date of exam and paper number (if known).

(If you have completed this section go to section 7, if not continue to section 6).

**6. General search.** If you would like a more general search, please note that the University will normally automatically search the following sections for personal data:

**For students/graduates:** Student Administration, Residential Services, Finance, and any School you have studied with as part of your current/most recent registration.

**For staff/former staff:** Human Resources, Finance and any School you have worked in.

Please indicate which (if any) of the following other Schools/Professional Services you have been in contact with and you would like searched for relevant data.

Professional Services	
<b>Estates &amp; ICT</b> <input type="checkbox"/> Estates <input type="checkbox"/> Information Systems	<b>Human Resources</b> <input type="checkbox"/> Health & Safety <input type="checkbox"/> Staff Development
<b>Financial &amp; Commercial Services</b> <input type="checkbox"/> Centre for Research & Enterprise <input type="checkbox"/> Finance <input type="checkbox"/> Legal Services <input type="checkbox"/> Planning & Information <input type="checkbox"/> Procurement	<b>Student &amp; Academic Services</b> <input type="checkbox"/> Academic Development & Quality <input type="checkbox"/> Additional Learning Needs Service <input type="checkbox"/> Chaplaincy <input type="checkbox"/> Counselling <input type="checkbox"/> Education Development Services <input type="checkbox"/> Graduate Employment Service <input type="checkbox"/> The Graduate School <input type="checkbox"/> Learning Support <input type="checkbox"/> Library <input type="checkbox"/> Student Administration <input type="checkbox"/> Residential Services <input type="checkbox"/> Partnerships Co-ordination & Widening Participation <input type="checkbox"/> <b>sportBU</b>
<b>Marketing &amp; Communications</b> <input type="checkbox"/> Communications <input type="checkbox"/> International Relations & Admissions <input type="checkbox"/> Marketing & Student Recruitment	<input type="checkbox"/> <b>Office of the Vice-Chancellor</b> <input type="checkbox"/> <b>Alumni &amp; Development</b>
Schools	
The Business School incorporating the Department of Law	School of Health & Social Care
School of Applied Sciences	The Media School
School of Design, Engineering & Computing	School of Tourism
If a CCTV search is required, please specify date(s), time(s) and location(s)	



**Bournemouth  
University**

# Subject access request form

[www.bournemouth.ac.uk/foi](http://www.bournemouth.ac.uk/foi)

## 7. Declaration

I \_\_\_\_\_ certify that the information given in this application form to Bournemouth University is true. I understand that it will be necessary for the University to confirm my/the Data Subject's identity and it may be necessary to supply more detailed information if required. I confirm that this request is neither vexatious nor malicious.

### I enclose the following documentation:

#### For Data Subjects

Evidence of own identity.\*

#### For those acting on behalf of a Data Subject

Evidence of own identity.\*  
Evidence of the Data Subject's identity.\*  
Written authority from the Data Subject permitting you to act on their behalf.

#### For all applications

A £10 fee. Cheques should be made payable to **Bournemouth University**. Payment may also be made by Banker's Draft.

\*We require 2 forms of identification per person. Please do not send original documentation to us by post.

## Data Protection Act 1998

The Data Controller is Bournemouth University.

The details you provide on this form will only be used in connection with your application for the supply of documents and for statistical purposes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### The completed form should be returned to:

The Information Officer  
Legal Services  
Bournemouth University  
2nd Floor Melbury House  
1-3 Oxford Road  
Bournemouth  
Dorset  
BH8 8ES  
UK

Tel: +44 (0)1202 961211  
Email: [dpa@bournemouth.ac.uk](mailto:dpa@bournemouth.ac.uk)