

## Request for information under the Data Protection Legislation

This is a subject access request form for accessing information we (Bournemouth University) hold about you, or about someone you are acting on behalf of. This type of request is covered by the UK General Data Protection Regulation and the Data Protection Act 2018 (together referred to as "the Data Protection Legislation").

You do not have to use this form but it will help us to give a timely and accurate response to your subject access request under Data Protection Legislation. We must ensure that personal data is only released to the appropriate person. We will therefore ask for proof of identification in support of your application. Where you are acting on behalf of the data subject, we also require written consent from the data subject to release the information to you on their behalf. Once we have received everything we need from you, we will respond within one month or notify you if we need more time.

Please note that requests for council tax exemption certificates, transcripts, syllabus, ID cards, diploma and award certificates are not handled under this procedure. Instead please refer to the **Replacement Documents** section of the student intranet or email our general enquiry service at [AskBU: contact us | Bournemouth University](mailto:AskBU@bournemouth.ac.uk) for assistance on how to obtain these items.

### Please complete this form in block capitals or type

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

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

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

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

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

Student ID/Staff Number (if applicable): \_\_\_\_\_

(\*Required fields.)

#### 2. Are you the data subject (i.e. the subject of the information you are requesting)?

Please select 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: \_\_\_\_\_

Student ID/Staff Number (if applicable/known): \_\_\_\_\_

(\*\* Required fields if section 3 applies)

#### 4. Please describe your relationship to the data subject or the legal basis for requesting the data subject's personal data?

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# Subject access request form

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

## 5. Specific information requested

Please describe the type of information you would like to receive, including any specific documents and/or any key words to be searched against:-

Please indicate which departments or services you believe hold information relevant to your request - tick below:-

### Faculties/School & Doctoral College

<input type="checkbox"/> Faculty of Health & Social Sciences	<input type="checkbox"/> Bournemouth University Business School (previously the Faculty of Management)	<input type="checkbox"/> Faculty of Media & Communication (incorporating the Department of Law)
<input type="checkbox"/> Faculty of Science & Technology	<input type="checkbox"/> Doctoral College (previously the Graduate School)	

### Professional Services

<p><b>Academic Services</b></p> <input type="checkbox"/> Academic Quality <input type="checkbox"/> Library Services <input type="checkbox"/> Student Administration <p><b>Alumni &amp; Development</b></p> <input type="checkbox"/> Alumni Relations Team <input type="checkbox"/> Fundraising Team <p><input type="checkbox"/> <b>Estates</b></p> <p><b>Finance &amp; Performance</b></p> <input type="checkbox"/> Finance <input type="checkbox"/> Procurement <p><b>Human Resources</b></p> <input type="checkbox"/> Human Resources <input type="checkbox"/> Health, Safety & Wellbeing <input type="checkbox"/> Organisational Development	<p><input type="checkbox"/> <b>IT Services</b></p> <p><b>Legal Services &amp; Corporate Governance</b></p> <input type="checkbox"/> Legal Services <input type="checkbox"/> Corporate Governance <p><b>Marketing &amp; Communications</b></p> <input type="checkbox"/> Brand Communications & Marketing <input type="checkbox"/> International Marketing & Student Recruitment <input type="checkbox"/> UK Marketing & Student Recruitment <p><input type="checkbox"/> <b>Office of the Vice-Chancellor</b></p> <p><input type="checkbox"/> <b>Planning, Risk, Intel, Management Information and Enhancement (PRIME)</b></p>	<p><b>Research Development &amp; Support</b></p> <input type="checkbox"/> Funding Development <input type="checkbox"/> Knowledge Exchange & Impact <input type="checkbox"/> Project Delivery <input type="checkbox"/> Post Award <input type="checkbox"/> Commercialisation & Governance <p><b>Student Services</b></p> <input type="checkbox"/> Additional Learning Support <input type="checkbox"/> Careers & Employability <input type="checkbox"/> Student Support & Wellbeing <input type="checkbox"/> Residential Services <input type="checkbox"/> Sport & Culture <input type="checkbox"/> Fusion Learning Innovation & Excellence <input type="checkbox"/> Immigration
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Please note here details of any other departments/services you want to include in the search if you do not see them named above (or do not know their name):-

**CCTV**

If a CCTV search is required, please specify date(s), time(s) and location(s) here:

Please note that CCTV is usually only kept for 30 days.

**6. Timeframe(s)**

Unless already stated above, please indicate the timeframe(s) to which this request relates:

**7. Delivery method**

Our standard approach is to provide the data electronically.

**I include with this request the following documentation:**

<b>For data subjects</b>	Evidence of own identity.*
<b>For those acting on behalf of a data subject</b>	Evidence of own identity.* Evidence of the data subject's identity.* Written authority from the data subject for you to act on their behalf.

(\*We require 1 form of photographic identification per person (e.g. passport, driving licence or other photo ID). Please do not send original documentation to us by post.)

**Data Protection Legislation**

We will use the personal information you provide in this form for several purposes. These are: to handle the request, include any follow-up on your part or any involvement of the Information Commissioner: to oversee and adjust our handling procedures; and for statistical purposes. Please [see our privacy policy for more information](#).

By signing this form, you are confirming that you have a right to receive the personal data requested.

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



**Bournemouth  
University**

# Subject access request form

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

The completed form should be returned by post or email to:

The Information Office c/o Legal Services  
Bournemouth University  
Studland House  
12 Christchurch Road  
Bournemouth  
Dorset  
BH1 3NA  
UK

Email: [dpo@bournemouth.ac.uk](mailto:dpo@bournemouth.ac.uk)

Tel: +44 (0)1202 961315