



**UNIVERSITY OF LONDON
REQUEST FOR ACCESS TO PERSONAL DATA**

1. Details of person requesting the information

Full name:

Address:

Tel. No:

Fax No:

Email address:

2. Are you the data subject?

YES: If you are the data subject please supply evidence of your identity, i.e. driving licence, passport, national identity card or photo-pass, a recent letter or bill from a utility company as evidence of address, and a stamped addressed envelope for returning the document
(Please go to question 4)

NO: Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed. If not, what other legal justification have you for obtaining access to the data?

(Note that appropriate identification as above must be provided also.)

(Please go to question 3)

3. Details of the data subject (if different from 1)

Full name:

Address:

Tel. No:

Fax No:

Email address:



4. Please describe the information you seek together with any other relevant information. This will help to identify the information you require. Please tick the category into which your enquiry falls:

- Academic marks or course work details
- Disciplinary records
- Health and medical matters
- Political, religious or trade union information
- Personal details e.g. name, address, date of birth
- Other

Detailed description of information required:

The University charges a fee of £10 for each application. Cheques should be made payable to the University of London.

DECLARATION. To be completed by all applicants. Please note that any attempt to mislead may result in prosecution

I certify that the information given on this application form to the University of London is true. I understand that it is necessary for the University of London to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data

Signature:

Date:

Note. The period of 40 days in which the University of London must respond to the request will not begin until it is satisfied on these matters and the fee of £10.00 has been paid.

Please return the completed form to the Data Protection Officer, University of London, Senate House (Room 111), Malet Street, London WC1E 7HU.

Documents which must accompany this application:

- evidence of your identity
- evidence of the data subject's identity (if different from above)
- authorisation from the data subject to act on their behalf (if applicable)
- the fee of £10.00
- stamped addressed envelope for return of proof of identity/authority documents