Data Protection Act 1998

Subject Access Request Form

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return the form by post or email to the Data Protection Officer (contact details are provided below).

**Part A. Your request**

<table>
<thead>
<tr>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Forename(s):</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone number:</td>
</tr>
<tr>
<td>Email address:</td>
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<tr>
<td>Other name by which you have been known,</td>
</tr>
<tr>
<td>if applicable:</td>
</tr>
<tr>
<td>Relationship to the University:</td>
</tr>
</tbody>
</table>

Please provide a description of your request, and any further information which will enable us to locate your personal data (continue overleaf if necessary).

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Data Protection Officer  
Registrary’s Office  
The Old Schools, Trinity Lane  
Cambridge, CB2 1TN  
Tel: +44 (0) 1223 764142  
Fax: +44 (0) 1223 332332  
Email: data.protection@admin.cam.ac.uk
Part B. Proof of identity

The Data Protection Act requires the University to satisfy itself as to the identity of the person making the request. Please send a photocopy of one form of identification containing a photograph (e.g. University Card, Passport, Photocard Driving Licence) to the Data Protection Officer. If the supply of this documentation is problematic please contact us to discuss alternative proof of identity arrangements. If the University is unable to satisfy itself as to your identity from the documentation you send us, we will contact you as soon as possible.

Part C. Fee

The University charges a statutory fee of £10 to process subject access requests. Payment may be made by one of the following methods:

(i) by cheque made payable to ‘University of Cambridge’.
(ii) by cash – but only if you are submitting your request in person to the Old Schools Reception during office hours at the address given on the first page of this form (please note that you will not be able to discuss the content of your request in person and furthermore the Data Protection Officer may not be available to receive your request themselves).
(iii) by credit or debit card by purchasing the relevant item through the University’s Online Store: http://onlinesales.admin.cam.ac.uk/product-catalogue/products/schools-faculties-departments-and-institutions/registrars-office/subject-access-request-fee

Part D. Declaration

I am the Data Subject named in Part A of this document, and hereby request, under the provisions of Section 7(1) of the Data Protection Act 1998, that the University of Cambridge provides me with copies of my personal data as described in Part A.

I have provided my proof of identity and have paid/enclose the £10 fee.

Signature: …........................................................................................................

Date: …...................................................................................................................