



## Subject Access Request

Use the Subject Access Request Form below if you want to find out if York St John Students' Union holds any personal information about you.

You will need to sign the form and send it to us along with two pieces of identification to prove who you are. Once we have received your request with the required identification we will respond within 30 days.

### York St John Students' Union

#### 1. Details of the person requesting the information.

Full name .....

Address .....

.....

Telephone number ..... Email .....

Student Reference/Staff Payroll Number (if applicable) .....

#### 2. Are you the Data Subject?

YES if you are the Data Subject please supply evidence of your identity i.e. library card, driving license, birth certificate (or photocopy) and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).

No are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4)

#### 3. Details of the Data Subject (if different to 1.)

Full name .....

Address .....

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Telephone number ..... Email .....

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

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5. Please specify below the exact details of the information you require and the probable location of the requested data\*:

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**\*This section must be completed.** The more specific you are with your request the quicker YSJSU can supply your information to you. **General requests for all personal data will not be considered (please see note below),**

NB. The University is a separate legal body and any access requests relating to data held by them should be addressed to their Data Protection Officer.

**Declaration**

I ....., certify that the information given on this application form to YSJSU is true. I understand that it is necessary for the Union to confirm my/Data Subject's identity, and the period of 30 days in which we must respond to the request will not commence until we are satisfied upon these matters. It may also be necessary to obtain more detailed information in order to locate the correct information.

Signed ..... Date .....

Please return the completed form to The Chief Executive, York St John Students' Union, Lord Mayor's Walk, York, YO31 7EX .

Documents which must accompany this application are:

- i evidence of your identify
- ii evidence of the Data Subject's identity (if different from above)
- iii evidence of Data Subject's consent to disclose to a third party (if required as indicated above).
- iii stamped addressed envelope for return of proof of identity/authority documents, where appropriate

**Note:** Section 8 (2)a of the 1998 Data Protection Act places an obligation on the Union to supply the requested information unless; *"the supply of such copy is not possible or would involve disproportionate effort"*.

**Any general request to provide all information held by the Union is likely to be deemed unreasonable. The Data Protection Act, Section 7 (3) specifies that data controllers are not obliged to comply with such requests unless supplied with information to assist in the location of the data that the person seeks.**