UNIVERSITY OF ABERDEEN

**DATA PROTECTION ACT 1998**

*SUBJECT ACCESS REQUEST FORM*

Please complete all sections of this from and return it, together with your proof of identity, to the Data Protection Officer, University of Aberdeen.

Payment of the fee of £10 should be paid via the On Line Store (click [here](https://www.store.abdn.ac.uk/browse/extra_info.asp?modid=1&prodid=896&deptid=56&compid=1&catid=203)), failing which your cheque or money order for GBP 10.00, payable to the University of Aberdeen, should be enclosed also.

**Personal Details**

|  |  |
| --- | --- |
| **Forename** | **Surname** |
| **Former surname (if it has changed)** | |
| **Postal Address**  **Postcode Country** | |
| **Daytime telephone:** | **Email:** |
| **Date of birth (for identification purposes only)** | |
| **If you are a current or former student of the University, please give the names of any department you have studied in and when, along with your ID number:** | |
| **If you are a current or former staff member of the university, please give the names of any department you worked in, and when:** | |
| **If you have never been a student or staff member but believe the University may have some information about you, please explain the circumstances:** | |

**Data Requested**

**Please describe the data which you are seeking as precisely as you can. Continue on a separate sheet if necessary:**

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**Areas of Search**

In the case of current or former students, the following areas are normally searched for personal information: Registry, Finance, and the relevant College(s)

In the case of current or former employees, the following areas are normally searched for personal information: Human Resources, Finance, and any College in which they have been employed.

Please indicate if you want us to make a specific search in any of the following departments:

|  |  |  |  |
| --- | --- | --- | --- |
| Policy, Planning and Governance |  | Communications |  |
| Health and Safety |  | Finance |  |
| Centre for Lifelong Learning |  | Information Technology |  |
| Human Resources |  | Research and Innovation |  |
| Student Registry |  | Sports and Recreation |  |
| Careers |  | Library |  |
| Centre for Learning and Teaching |  | Principal and Vice-Principal |  |
| Student Support |  | College of Arts and Social Sciences |  |
| Campus Services |  | College of Physical Sciences |  |
| Estates |  | College of Life Sciences and Medicine |  |
| Student Recruitment and Admissions |  | Other (specify) |  |

**Signature**

|  |
| --- |
| **I certify that I am the person named on this form and that I wish to be provided with the data which I have specified relating to myself under the Data Protection Act 1998. I will not publish any data which are supplied to me without prior permission from University of Aberdeen or the copyright owner (if copyright is not owned by the University of Aberdeen), except where permitted by law.**  **Signature:**  **Date:** |

**Please enclose the following with this form:**

1. A cheque or money order for GBP10.00 payable to the University of Aberdeen, if you cannot pay through On Line Store (click [here](https://www.store.abdn.ac.uk/browse/extra_info.asp?modid=1&prodid=896&deptid=56&compid=1&catid=203)).

2. Proof of your identity. Please supply a photocopy (not originals) of one of the following (if you cannot supply any of these items, please contact the University’s Data Protection Officer, Email: [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk); Tel: 01224 272037):

* Your current student ID or staff ID
* The pages which identify you in your passport
* Your drivers licence

**Please send your form and proof of identity (and fee if you cannot pay through On Line Store) to:**

Data Protection Officer

Policy, Planning & Governance

University of Aberdeen

King’s College

Aberdeen AB24 3FX

UNITED KINGDOM

**Data Protection Act 1998**

The data gathered by this form will be used to process your request for personal data under the Data Protection Act. It will be held by the University for the purposes of verifying your identity or processing your request for data and for statistical purposes.

Meta-data date: 13.07.11