**Subject Access Request Form**

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. You do not have to use this form, but it will help us deal with your request more efficiently.

You can fill in this form if you are requesting access to personal information on behalf of someone else. In that case, you will need to confirm that you have the person’s authority to ask for access to their data.

**Section 1: Data Subject**

Please fill in your details of the data subject. If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

|  |  |
| --- | --- |
| **Title:** | Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other [ ] |
| **Full Name:** |  |
| **Date of Birth:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone Number (s)** |  |
| **Student ID Number  (if applicable)** |  |

We require proof of your identity before we can disclose personal data. If you have doubts about the identity of the person making the request you can ask for more information.

I am enclosing a copy of the following proof of identity:

Birth Certificate    
Driving Licence   
Passport   
Official letter to my address  e.g. bank statement, recent utilities bill or council tax bill

Current GCU Student or GCU Staff ID

|  |
| --- |
| **Personal Information**  I wish to have access to the following personal data that GCU Students’ Association holds about me. Please specify where you think this information is held (location, relevant time periods, name(s) of people you have dealt with, names of specific documents or any other relevant information you think might help us respond to your request). |
| **Details:** |
| **Employment Records**  If you are now, or have been employed by GCU Students’ Association and are seeking personal information in relation to your employment please provide details of your department, role and dates of employment. |
| **Details:** |

**Section 2: Representation**

Please complete this section of the form with your details if you are acting on behalf of someone else.

|  |  |
| --- | --- |
| **Title:** | Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other [ ] |
| **Full Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone Number (s)** |  |

I am enclosing a copy of the following proof of identity:

Birth Certificate    
Driving Licence   
Passport   
Official letter to my address  e.g. bank statement, recent utilities bill or council tax bill

Current GCU Student or GCU Staff ID

|  |
| --- |
| **Relationship to the data subject**  Please describe below your relationship to the data subject (e.g. parent, carer, legal representative): |
| I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:  Letter of authority  Lasting or enduring power of attorney  Evidence of parental responsibility  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 3: Declarations**

I certify that the information provided on this form is correct to the best of my knowledge. I understand that the Glasgow Caledonian University Students’ Association is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

***Please send this form and the documents we have asked you to provide to:***

[dataprotection@GCUstudents.co.uk](mailto:dataprotection@GCUstudents.co.uk) and put ‘Subject Access Request’ in the email subject line

*or*

*Chief Executive*

*GCU Students’ Association*

*70 Cowcaddens Road*

*Glasgow*

*G4 0BA*

We will supply a response electronically unless requested otherwise.