

Information Governance

Subject Access Request Form

Details of the Data Subject

Name:

Address:

Post code:

Tel. No.:

Email:

The University will automatically search the following units for personal data:

Tick

Students:

Student Administration and the applicant's home School or Division

Staff:

Human Resources and the applicant's home School or Division

If you believe that there is information held in other units which you would like to be searched please give details here:

If you are neither staff nor student please explain connection with the University and which list which units you would like to be searched:

Details of the person making the application, if different from the Data Subject

Name:			
Address:			
		Post code:	
Tel. No.:			
Email:			
Describe your relationship with the Data Subject			

If you're not the Data Subject you must enclose written authority permitting you to make this request

I enclose the following :	Tick
Proof of identity (ID card, driving licence or passport etc. Photocopies are acceptable)	
Written authority permitting you to make this request (if you are not the Data Subject)	

Signature		Date	
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*Please return this form to: Information Governance Officer, Legal & Governance Directorate, University of Salford.
Salford, Salford M4 5WT.*