## Right of Access Request Form

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| **Title**  |    |

|  |  |
| --- | --- |
| **Surname/family name**  |    |

|  |  |
| --- | --- |
| **First name(s)**  |    |

|  |  |
| --- | --- |
| **Former name(s)**  |   |

|  |  |
| --- | --- |
| **Date of Birth** |   |

|  |  |
| --- | --- |
| **Correspondence Address** | **Postcode** |

|  |  |
| --- | --- |
| **Email**  |   |

|  |  |  |
| --- | --- | --- |
| **Telephone Number** | **Daytime:** | **Mobile**: |

|  |  |
| --- | --- |
| **Student ID or****Staff payroll number** |   |

|  |  |
| --- | --- |
| **School and Course**(if applicable) |   |

## Section 2 – Information held on The University systems

Please tick the departments you would like the University to search in respect of your personal data and the type(s) of data you would like to receive:

 **Location of data**

|  |  |
| --- | --- |
| Leeds School of Arts |  |
| School of Built Environment, Engineering & Computing |  |
| Leeds Business School |  |
| School of Clinical and Applied Sciences |  |
| School of Cultural Studies & Humanities |  |
| Carnegie School of Education |  |
| School of Events, Tourism & Hospitality Management |  |
| School of Health & Community Studies |  |
| Leeds School of Social Sciences |  |
| Carnegie School of Sport |  |
| Leeds Law School |  |
| Department of Languages |  |

|  |  |
| --- | --- |
| Campus & Residential Services |  |
| Estates Services |  |
| Libraries & Learning Innovation |  |
| University Research Office |  |
| Student Services |  |
| Office of the Vice Chancellor |  |
| University Secretary’s Office |  |
| University Registrar’s office |  |
| Human Resources |  |
| Financial Services |  |

**Categories of data**

|  |  |
| --- | --- |
| Personal details, including name, address, date of birth etc |  |
| Student file |  |
| Staff file |  |
| Other information - please specify what: |  |

## Section 3 – Proof of Identity

To help establish your identity your application must be accompanied by one piece of photographic identification e.g. driving licence/ passport (please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) as **proof of identity**. 🗌

If you are member of staff or student and have requested this information using your Leeds Beckett.ac.uk email address, additional proof of identification does not need to be provided.

**Please be aware that failure to provide proof of identity will delay your application.**

**Declaration** (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed by…………………………………………………………………

Date…………………………………

**Completed Forms should be returned to:**

**Email:** infocompliance@leedsbeckett.ac.uk

**Post:** Leeds Beckett University, The Information Compliance Team, University Secretary’s Office 101 Old Broadcasting House, City Campus, Leeds, LS2 9EN

**More Information**

These notes are only a guide. Independent advice about access to information and data protection matters may be obtained from:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire,

SK9 5AF, Tel: 0303 123 1113, Email: casework@ico.org.uk.

Please note that this application for access to information must be made direct to the University and not the Information Commissioner.