



DATA SUBJECT ACCESS REQUEST

Please use this form to request access to your personal data held by the University. The form should be returned to the Data Protection Officer, Bath Spa University, Bath BA2 9BN. Please read the attached document, "Standards and procedures for the release of data covered by the Data Protection Act 1998" to help you complete the form. Type the form or complete in block capitals. The form is also available to download from <http://www.bathspa.ac.uk/services/computing/procedures-and-regulations/data-protection/>

Full name	<input type="text"/>
Address	<input type="text"/>
Tel No	<input type="text"/>
E-Mail	<input type="text"/>
Job title/ degree course	<input type="text"/>
Dates employed/studied	<input type="text"/>
Please specify data requested	<input type="text"/>
Do you want copies or to see the original data?	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Evidence of identity must be provided (e.g. Library card, driving licence, passport etc.) A fee of £10 is required in order for your Data Subject Access Request to be processed. Cheques should be made payable to "Bath Spa University".

Office use only	Date received
	Proof of identity
	£10 fee
	Date returned