**EDINBURGH NAPIER UNIVERSITY**

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| **DATA PROTECTION LEGISLATION: DATA SUBJECT ACCESS REQUEST** |

The information you supply on this form will be held by Edinburgh Napier University in accordance with current Data Protection legislation: the EU General Data Protection Regulation (GDPR)(Regulation (EU) 2016/679) and UK Data Protection Act 2018 (DPA 18). The information will be entered into a filing system and will only be accessed by authorised persons of Edinburgh Napier University or its agents. The information will be retained by the University and will be used: (a) to process your Subject Access Request and (b) for statistical and audit purposes.

We ask you to complete this form to enable us to provide you with the relevant information that you seek. If there is specific information that you require please provide us with the details to enable us to ensure that we locate and provide that information first and foremost. If you request a general and wide ranging search which returns a substantial amount of information which is found to be excessive or manifestly unfounded the University may charge a fee or require additional time to process this (up to an additional 2 months).

Please note that the University does a combined search for information using electronic systems and asking colleagues. If you name individuals in your request then we will ask them to search their records for your personal data. We do this because electronic searches provide limited results e.g. if we search for your initials it is likely to return thousands or tens of thousands of irrelevant results, we can therefore only search for your full name to restrict the search results to relevant data.

Please help us to help you.

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| PERSONAL DETAILS |
| **Full name** (Block capitals) |  |
| **Student / Staff number**(If applicable) |  | **Date of birth** |  |
| **Address** (current) | **Address** (last known by university) |
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| **DATA LOCATIONS** |
| **School/Dept**  |   |
| **Please indicate with a tick the service areas which you would like us to contact to locate the information you are requesting:** |
| [ ]  **International Operations and Student Recruitment** | [ ]  **Information Services** |
| [ ]  **Student Wellbeing & Inclusion** | [ ]  **Finance Services** |
| [ ]  **School Support Service** | [ ]  **Governance & Compliance** |
| [ ]  **Human Resources & Development** | [ ]  **Property & Facilities**  |
| [ ]  **Other** (Please specify): |
| **Please specify any specific teams or persons within the above Services:** |
|  |
| **PROGRAMMES (to be completed where applicable)****Please list all the programmes you have studied on including the years of study:** |
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| **SPECIFIC DATA/RECORDS – HELPING US FIND THE INFORMATION YOU SEEK** **Please specify below any specific records you are seeking:** Please use the space below to provide further details that may help to locate your information. If you are looking for information to answer a specific question, please tell us about it here. Please supply as much detail as possible such as:* for employment records – names of individuals who you believe may hold your personal data or data on the person you are acting on behalf of
* any other details you think may be helpful.

If you have a personnel query, there might be a lot of information on you, and a guide to the date range we should search in can be helpful. |
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| **FURTHER INFORMATION** **Please provide any further information that will help the University to identify all your relevant personal data and where it is held:**  |
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| DECLARATION**I certify that the information given on this form is true to the best of my knowledge and belief. I understand that:*** **it is necessary for the University to confirm my identity and that I may be asked to provide more detailed information to assist in locating my data**
* **I may have access only to data relating to myself, not that of other individuals**
* **to ensure compliance with my request, all the departments/individuals I have indicated in the data locations will receive details of my request so that they may search for relevant documents**
* **I understand that I will not be provided with copies of correspondence which I have already received or sent**

**I have read the accompanying Guidance Notes and enclose proof of my identity with this request. \*** |
| **Signed** | ***[Please type your name here]*** | **Date** |  |
| \*Please note the preparation of your data can only be undertaken after the required documentation and proof of identity have been received. |

Please return your completed form to: dataprotection@napier.ac.uk

With the following attached as a PDF or photo:

* Confirmation of your identity e.g. staff or student ID card, a utility bill, a driving licence or a passport.

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| **For office use only**  |  |
| Date form, fee & identity received  |  |
| 1 month response date |  |

Governance and Compliance Services/revised Oct 2021