

# 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***

<b>I enclose the following :</b>	<b>Tick</b>
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)	

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