Data Protection Team

*[Insert name of university]*

*By email only to:* [*Insert e-mail address – you can find this online if you search up your university’s data protection team]*

Date: [*Insert]*

Dear Data Protection Team

**Subject Access Request pursuant to Section 45 of the Data Protection Act 2018**

**Full name: XX**

**Date of birth: XX**

**Address: XX**

1. I write pursuant to section 45 of the Data Protection Act 2018 (‘the Act’) to request **all** personal data you hold about mefrom the **last 12 months** from the date of this letter. [*You can remove this reference to 12 months if you would like access to every document – please note that the university may take longer to process this request, or even refuse this request if they see it as too ‘excessive’*]. I enclose:
   1. A copy of my [*e.g. driving licence/ passport/other official ID doc*] as proof of my identity; and
   2. A copy of a letter [*e.g. utility bill, bank statement, letter from the university – sensitive information on these letters can be redacted. Make sure that the letter is dated within the last 3 months*] as proof of my address.

[Insert name of university]’s form for Subject Access Requests

1. I am aware that [*insert name of university*] may have a standard form for submitting Subject Access Requests. However, the Act and the ICO state that standard forms are not compulsory and that applicants may submit their request in writing or verbally.

My personal data held by [insert name of university]

1. I look forward to receiving copies of **all** my personal data held by [*insert name of your university*] from the **last 12 months** from the date of this letter. [*You can remove this reference to 12 months if you would like access to every document – please note that the university may take longer to process this request, or even refuse this request if they see it as too ‘excessive’*] This includes but is not limited to:
   1. All records and correspondence about me held on the university’s systems including any correspondence received by external bodies or individuals; and
   2. Any and all correspondence between the university, and public officials.
2. Please include information held in any format – including written, audio or video.
3. In addition to the copies of the information you hold, please provide:
4. A list of names of any external organisations and individuals with whom my data or files have been shared and the purpose for sharing this information; and
5. Please also clarify the sources of the information you hold.
6. You are required to disclose such records as they constitute my personal data as defined by section 3(2) of the Act.

Redacting identifying information

1. The ICO has indicated that it is not appropriate for data controllers to redact the names of employees who perform “*a role that involves decision-making for which the employee has accountability”.[[1]](#footnote-1)* This would include all university staff (other than those performing a purely administrative role), and any public officials that they have been in correspondence with.
2. I will, therefore, require your full written reasons in the event you consider you are entitled to redact the identifying information of any individuals, so that I may consider making a complaint to the Information Commissioner.
3. I now look forward to receiving your response to this request as quickly as possible and in any event within one month [*diarise the one month deadline, so you can chase your university up if they still haven’t responded*].
4. Please do not hesitate to contact me using the contact details below if you have any queries regarding this request.

Yours faithfully

*[Insert digital signature – make sure that this matches up with the signature on your proof of identity document, if your signature is visible on the document]*

***[Insert your full name]***

*[Insert email address]*

1. ICO Decision Notice FS50308752, 21 March 2011, at paras 52-57. [↑](#footnote-ref-1)