# Appendix 1: Subject Access Request Form

***Before completing this form, please read the Subject Access Policy & Procedure in full.***

Any information provided in this form will be used solely for the purpose of responding to your request under the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

**Name and Contact Details of Data Subject**

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| --- | --- |
| Name: |  |
| Address: |  |
| Telephone Number (Day Time): |  |
| Email Address: |  |
|  |  |

**Data Subject or Authorised Agent**

Tick as Appropriate:

* I am making this request on my own behalf 🞏
* I would like my agent to act on my behalf 🞏

If a third party is making a request on your behalf you will need to complete and attach an Agent Authorisation Form (Appendix 2). We will not be able to deal with a request from a third party if this form is not completed.

**Identification**

In order to assist us in responding to your request and to help us prevent unauthorised disclosures of your personal data we normally require you to provide proof of identity (ID), normally a current passport or driving licence. Please also provide any information that may help us to identify yourself to prevent unauthorised disclosures to third parties, e.g. any relevant reference numbers or account numbers, dates of correspondence and details of employees you have dealt with, etc.:

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**Details of the Request**

In order to assist us in fulfilling your request please state what information you are seeking.

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**Other Information**

Please provide any information that will assist us in locating the data you have requested. This could be details of any relevant reference numbers, dates of any correspondence or any members of staff you have dealt with.

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**Statement**

I have read and understood the information contained in the Subject Access Request Policy & Procedure. I understand that the UCO may seek further information to confirm my identity as the data subject in order to ensure confidentiality. I confirm that the information I have provided is accurate.

**Signature of data subject: Date:**

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This form should be returned to: The Data Protection & Freedom of Information Officer, University College of Osteopathy, 275 Borough High St, London SE1 1JE or electronically to [dpfio@uco.ac.uk](mailto:dpfio@uco.ac.uk).