

Subject Access Request

“Subject access” is the right of an individual to access personal data relating to him or her which are held by the University. Please complete and return this form to the University’s Data Protection Officer using the address below.

If you require information about examination results please contact the Examinations Office.

APPLICANT DETAILS	
*Name	_____
*Postal/email address	_____
Phone/Fax number	_____
ROLE/STATUS AT THE UNIVERSITY	
Please list the units in the University you have worked/studied	_____
Job/course title	_____
Dates employed/studied	_____
THE PERSONAL DATA YOU REQUIRE	
Please specify which personal data you would like access to by identifying any specific or types of documents, and where you believe the personal data to be held (e.g. School, Directorate, Personnel, etc.). If you wish to see your file held by Counselling please state this here.	
<i>(please continue on additional sheets, if necessary)</i>	
Are the personal data held by a person or unit in the University? If ‘yes’, please provide details?	

Please specify the period covered by your request	
Signature	_____
	Date
Please provide evidence of your identity, eg a driving licence or passport, and proof of address, eg a current utility bill or recent bank statement. A fee of £10 is charged for this request. You can pay online here: www.reading.ac.uk/information-compliance-fees or by cheque. Cheques should be payable to ‘University of Reading’.	