# UR Device Outline

IMPS (Information Management & Policy Services)

Unit name goes here

subject access request

Submitting a Subject Access Request (SAR)

“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 information on page 3.

If you require information about examination results please contact the Examinations Office. Examination scripts are exempt from Subject Access rights.

Your request will be processed by a very limited number of staff within the IMPS team, under the supervision of the University IMPS (Data Protection) Officer, who will be required to view all the data you request, including personnel, financial and occupational health records. By submitting a Subject Access Request you are accepting that the IMPS team will need to request and view the data about you in order to assess what can be disclosed. Information of third parties, including staff in some circumstances may be withheld. All data will be handled securely and in the strictest confidence.

The IMPS Office has a duty to establish the identity of the requester. The IMPS Office will advise you on what forms of identification are usually required. Requests from internal members of staff may not require this and you will be advised on making your request if this is the case.

The IMPS Office will then coordinate the gathering together of the appropriate information. The University will comply with SARs as quickly as possible but will ensure that a response is provided within 1 calendar month from receipt of identification unless there is good reason for delay. Data protection laws allow for an extension of up to 2 months for responding to very complex requests. If you are able to describe the data you seek clearly this is less likely. We may also refuse requests that are deemed manifestly unfounded or excessive and reserve the right to charge a fee. In such cases the reason for refusal, delay, or any fees payable will be explained in writing.

If you are seeking data held by the Student Union you need to contact them direct as a they are a separate entity to the University and responsible for their own access requests - [enquiries@rusu.co.uk](mailto:enquiries@rusu.co.uk)

Advice note: when considering a subject access request, in particular those made in relation to ongoing matters such as disciplinary or grievance matters, the IMPS department need to assess whether the information request would: breach a duty of confidence to (and the data protection rights of) identifiable third parties; obstruct an official or legal inquiry, investigation or procedure; be prejudicial to ongoing prevention, detection, investigation or prosecution of criminal offences; be prejudicial to negotiations, management forecasting, or constitute information protected by legal professional privilege. Information may be lawfully withheld from subject access disclosure where this is the case. Other exemptions may apply. In all cases, within the prescribed timeframe, you will be notified of the reasons for any information that is withheld.

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| Applicant details | |
| Name | Click here to enter text. |
| Postal / email address\* | Click here to enter text. |
| Phone number\*\* | Click here to enter text. |
| Staff / Student No. (If applicable) | Click here to enter text. |
| \*If you would like your information electronically please provide an email address.  \*\*If you do not wish for us to contact you by phone please leave blank. | |

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| relationship with the university | |
| Please list the units in the University you have worked / studied. | Click here to enter text. |
| Job / Course title | Click here to enter text. |
| Dates employed / studied | Click here to enter text. |

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| the personal data you would like access to |
| 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.). Examples are ‘Staff HR file’, ‘Student file’, ‘Complaints file’ ‘ ECF papers’ or ‘Counselling file’. |
| Click here to enter text. |
| Are the personal data held by a person or unit in the University? If ‘yes’, please provide details? If you are seeking records you believe are held with a specific individual please provide their name and department. |
| Click here to enter text. |
| Please specify the period covered by your request. |
| Click here to enter text. |

|  |  |
| --- | --- |
| Signature | Click here to enter text. |
| Date | Click here to enter text. |
| **Please provide evidence of your identity, e.g. a driving licence or passport, and proof of address, e.g. a current utility bill or recent bank statement. Once received you will receive a formal acknowledgement of your request and a reference number.** | |

**PLEASE SEND COMPLETED FORMS TO:** IMPS (Information Management & Policy Services), University of Reading, Room 225, Whiteknights House, PO Box 217, Reading, RG6 6AH [imps@reading.ac.uk](mailto:imps@reading.ac.uk)