



Subject Access Request – For Staff

Individuals have a right to access to their own personal data which is held by the University. A request for such information is called a Subject Access Request. We can only release copies of personal data to the data subject (the person who the data is about). We will not release it to any third parties unless we have the written consent of the data subject.

If you wish to access your own data, please complete the details below. To ensure we are not disclosing personal data unlawfully, we will need to be satisfied that you are the data subject. This means we may need identification, such as your passport, driving licence, birth certificate. If you are a current staff member, you may provide a copy of your staff ID badge.

- 1. Full name:**
- 2. Date of birth:**
- 3. Staff ID number (if known):**
- 4. Job title:**
- 5. If you are not a current staff member, when did you leave our employment:**
- 6. Address or email address for response:**
- 7. Telephone or mobile number in case of queries:**
- 8. Details of the data you wish to obtain:** (Please be as specific as possible to help us make sure we are able to locate the information you require)

Declaration: I request the release of the above information in accordance with the University's duty under the Data Protection Act. The information supplied on this form is correct, and I am the person to whom it relates.

9. Signed:

10. Dated:

When completed, please return, with proof of your identity, to:
*The Compliance Manager, Norwich University of the Arts, Francis House,
3-7 Redwell Street, Norwich, NR2 4SN
or
email to: dataprotection@nua.ac.uk*

Your request will be acknowledged and processed within one month of receipt. Information will be sent to the correspondence address that you have specified on this form.