

Subject Access Request

This form is for any person (or their authorised representative) who wishes to make a Data Subject Access Request to Keble College. Please read the Guidance Notes below before completing this form.

A separate form must be completed for each individual.

Which sections should I complete?

Sections 1, 2, 3, 4 and 5 should be completed for all applications.

Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative) should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

Section 3 (Proof of the applicant's identity) - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

Please Note: If you cannot provide us with satisfactory proof of identity, your application will be rejected.

What information will help with the processing of my Subject Access Request (SAR)?

Identification of relevant records will be easier if you can provide any references issued by Keble College relating to your relationship with the College (e.g. Student number). However, generally speaking, the more information the better.

What information does Keble College hold?

Keble College holds information relevant to the various operations of the College. This will include, but not be restricted to, personal information about all the various visitors, applicants, students, alumni, academics and employees associated with the College.

For more information on the data held, shared, processing activities and privacy policies for the College, please visit <http://www.keble.ox.ac.uk/about/governance/data-protection-policies>

How long will it take to get my data?

Once the College is satisfied that you meet the criteria for disclosure of data under the General Data Protection Regulations (GDPR), and have provided sufficient information to complete the request then you should receive a response within one calendar month from the date that we accept your application for processing.

Records may be held in different departments and in differing forms (e.g. in paper and electronic formats). If you only require specific information and you clearly state what that is – for example a specific document or data from one department – then you are likely to get a quicker disclosure.

Is there a fee to pay?

Under GDPR there is no fee for data subject access requests that are not excessive or repetitive.

If the request is deemed excessive or repetitive, the College will respond to you detailing its justification for classifying the request as such. In these cases the College may request a reasonable administrative fee to fulfil the request or reject the request entirely. You have the right to appeal any such decisions by replying to Data Protection Officer's conclusion. If you are still not satisfied by the response your appeal, you can contact the Information Commissioner's Office (ICO) for arbitration.

For more information, please visit <http://www.ico.org.uk/>

What can I request?

Individuals have a right to be informed by Keble College as to whether or not it is processing personal data that relates to them and, if so, to be told:

- What personal data is being processed.
- The purposes for which the personal data is being processed.
- Who, if anyone, the personal data is disclosed to.
- The extent to which it is using the personal data for the purpose of making automated decisions relating to the data subject and, if so, what logic is being used for that purpose.

For more information, please visit: <https://ico.org.uk/for-the-public/personal-information/>

Is any information exempt from subject access?

Yes. Some types of personal data are exempt from the right of subject access and so cannot be obtained by making a SAR. There are some restrictions on disclosing information in response to a SAR – where this would involve disclosing information about another individual, for example.

For more information, please visit: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/exemptions/>

Checklist

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 8 and provided a separate signed note of authority?
- If you are submitting the form yourself, have you signed the form at Section 5?
- Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?
- Have you provided as much information as possible to enable us to find the data you require?

Section 1 – Data Subject Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):		
Forename(s):			
Family Name:			
Previous Family Name:			
Other name(s) known by:			
Date of Birth (dd/mm/yyyy):/...../.....	Gender	
Any reference numbers that may help identify your records			
Please give any other relevant details that would help identify your records			

Section 2 – Data Subject Contact Details

Current Address and Postcode:	
Daytime Telephone No:	
Email Address:	
Previous Address and Postcode:	

Section 3 – Proof of the Data Subject’s Identity

In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

All photocopies must have all 4 corners of the original document visible. They must also be legible. In the case of financial documents, we recommend redacting out any visible transactions.

List A – Proof of Identity		List B – Proof of Address	
Passport/Travel Document	<input type="checkbox"/>	Credit Card Statement	<input type="checkbox"/>
Photo driving license	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank or Building Society statement	<input type="checkbox"/>
Child under 16: Full birth certificate	<input type="checkbox"/>		<input type="checkbox"/>
Child under 16: Court Order(s)	<input type="checkbox"/>		<input type="checkbox"/>

Section 4 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Keble College may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
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Section 6 – Representative Details

(If completed, Keble College will reply to the addresses, you provide in this section)

Name of Representative:	
Company Name:	
Address and Postcode:	
Daytime Telephone No:	
Email Address:	

Section 7 – Proof of Representative's Identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

All photocopies must have all 4 corners of the original document visible. They must also be legible. In the case of financial documents, we recommend redacting out any visible transactions.

List A – Proof of Identity		List B – Proof of Address	
Passport/Travel Document	<input type="checkbox"/>	Credit Card Statement	<input type="checkbox"/>
Photo driving license	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank or Building Society statement	<input type="checkbox"/>
Child under 16: Full birth certificate	<input type="checkbox"/>		<input type="checkbox"/>
Child under 16: Court Order(s)	<input type="checkbox"/>		<input type="checkbox"/>

Section 8 – Authority to Release Information to a Representative

A representative needs to obtain authority from the Data Subject before personal data can be released to a representative. **The representative must obtain and submit a separate note of authority from the applicant to the College during this process AND the applicant must sign this form in the box below.**

The box below must contain an original signature (not a photocopy) of the Data Subject. The College reserves the right to contact the applicant to verify the authority of any request made on their behalf.

I hereby submit my authority for the representative named in Section 6 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulations (2016).

Signature of Applicant:

Date:

Signature of Representative:

Date:

Section 9 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

Date required:

Reason (please state and give supporting evidence):

Please send your completed form and proof of identity/address to either:

The Data Protection Officer

Keble College

Oxford

OX1 3PG

or

data.protection@keble.ox.ac.uk