Request for information under the Data Protection Legislation

This is a subject access request form for accessing information we (Bournemouth University) hold about you, or about someone you are acting on behalf of. This type of request is covered by the General Data Protection Regulation and the Data Protection Act 2018 (together referred to as "the Data Protection Legislation").

You do not have to use this form, although using it may help to avoid any delays in us processing your request. This is because, for a subject access request to be valid, it must be made in writing, include enough information to enable us to locate the information sought and be accompanied by the requisite fee (currently £10.00) and proof of identity (of the data subject and any person acting on their behalf). Where you are acting on behalf of the data subject, we also require written consent from the data subject to release the information to you on their behalf. Once we have received everything we need from you, we have up to 1 month to respond or notify you we need ___ more today.

Please note that requests for council tax exemption certificates, transcripts, syllabus, ID cards, diploma and award certificates are not handled under this procedure. Instead please refer to the Replacement documents section of the student intranet or email our general enquiry service at askBUenquiries@bournemouth.ac.uk for assistance on how to obtain these items.

Please complete this form in block capitals or type

1. Personal details of the person requesting the information
   *Surname: __________________________ *Forename: __________________________
   *Address: ________________________________________________________________
   ________________________________________________________________ *Postcode: __________________________
   Telephone number: __________________________ Email: __________________________
   (*Required fields. Unless otherwise agreed, we will send our response to you by post to the address listed above.)

2. Are you the data subject (i.e. the subject of the information you are requesting)?
   Please select the appropriate box:
   Yes ☐ (Please go straight to question 5) No ☐ (Please continue to questions 3 and 4)

3. Personal details of the data subject
   **Surname: __________________________ **Forename: __________________________
   **Address: ________________________________________________________________
   ________________________________________________________________ **Postcode: __________________________
   Telephone number: __________________________ Email: __________________________
   (** Required fields if section 3 applies)

4. Please describe your relationship with the data subject that leads you to make this request on their behalf?
5. Specific information requested
If you would like to see specific documents, please describe these below:

6. General search
If you would like us to carry out a more general search, please indicate below where you would like us to search by putting a cross or a tick in the box next to the Faculty and or Professional Service as required.

<table>
<thead>
<tr>
<th>Faculties &amp; Graduate School</th>
<th>Professional Services</th>
<th>Research &amp; Knowledge Exchange Office</th>
<th>Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ The Faculty of Health &amp; Social Sciences</td>
<td>☐ The Faculty of Management</td>
<td>☐ The Faculty of Media &amp; Communication (incorporating the Department of Law)</td>
<td>☐ Funding Development</td>
</tr>
<tr>
<td>☐ The Faculty of Science &amp; Technology</td>
<td>☐ The Doctoral College</td>
<td>☐ Legal Services &amp; Corporate Governance</td>
<td>☐ Knowledge Exchange &amp; Impact</td>
</tr>
<tr>
<td>☐ Academic Services</td>
<td>☐ IT Services</td>
<td>☐ Legal Services</td>
<td>☐ Project Delivery</td>
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<tr>
<td>☐ Academic Quality</td>
<td>☐ Marketing &amp; Communications</td>
<td>☐ Corporate Governance</td>
<td>☐ Additional Learning Support</td>
</tr>
<tr>
<td>☐ Education Development &amp; Quality</td>
<td>☐ Corporate Communications</td>
<td>☐ Marketing Services</td>
<td>☐ Careers &amp; Employability</td>
</tr>
<tr>
<td>☐ Learning Support</td>
<td>☐ International Marketing &amp; Student Recruitment</td>
<td>☐ International Marketing &amp; Student Recruitment</td>
<td>☐ Frontline Services</td>
</tr>
<tr>
<td>☐ Library</td>
<td>☐ UK Student Recruitment &amp; Outreach</td>
<td>☐ UK Student Recruitment &amp; Outreach</td>
<td>☐ Music &amp; Arts</td>
</tr>
<tr>
<td>☐ Student Administration</td>
<td>☐ Office of the Vice-Chancellor</td>
<td>☐ Office of the Vice-Chancellor</td>
<td>☐ Residential Services</td>
</tr>
<tr>
<td>☐ Estates</td>
<td>☐ Planning, Risk, Intel, Management Information and Enhancement (PRIME)</td>
<td>☐ Planning, Risk, Intel, Management Information and Enhancement (PRIME)</td>
<td>☐ sportBU</td>
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<tr>
<td>☐ Finance &amp; Performance</td>
<td>☐ Human Resources</td>
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</tbody>
</table>
8. Declaration

I ____________________________ certify that the information given in this application form is true. I understand that it will be necessary for you to confirm my/the data subject’s identity and it may be necessary to supply more detailed information if required. I confirm that this request is neither vexatious nor malicious.

I include with this request the following documentation:

<table>
<thead>
<tr>
<th>For data subjects</th>
<th>Evidence of own identity.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>For those acting on behalf of a data subject</td>
<td>Evidence of own identity.*</td>
</tr>
<tr>
<td></td>
<td>Evidence of the data subject’s identity.*</td>
</tr>
<tr>
<td></td>
<td>Written authority from the data subject for you to act on their behalf.</td>
</tr>
</tbody>
</table>

(*We require 2 forms of identification per person. Please do not send original documentation to us by post.)

Data Protection Legislation

We will use the personal information you provide in this form for several purposes. These are: to handle the request, include any follow-up on your part or any involvement of the Information Commissioner; to oversee and adjust our handling procedures; and for statistical purposes. Please see our privacy policy for more information.

Signed: ____________________________ Date: ____________________________

The completed form should be returned by post or email to:

The Information Office c/o Legal Services
Bournemouth University,
2nd Floor Melbury House
1-3 Oxford Road
Bournemouth
Dorset BH8 8ES UK

Email: dpo@bournemouth.ac.uk
Tel: +44 (0)1202 961315