



Subject Access Request (SAR) Form

About

The UK General Data Protection Regulation (UK GDPR) provides you, the data subject, with the right to receive a copy of the personal data we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to receive your data. You will also need to provide proof of your identity unless you are already known to the College. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of identity

We require proof of your identity before we can disclose personal data. Proof should include a copy of two documents such as your birth certificate, passport, driving licence, or an official letter addressed to you (e.g. bank statement, utility bill, or council tax bill). Documents should include your name, date of birth, and current address. If you have changed your name, please supply relevant documents evidencing the change. If you are already known to the College, an alternative process may be available.

Administration fee

St Peter's College does not normally charge for Subject Access Requests. However, a reasonable fee may be charged if the request is manifestly unfounded or excessive, particularly if it is repetitive. You will be informed if this applies.

Controls surrounding the SAR process

When this form has been received by St Peter's College, the information submitted will be recorded in a log and retained in accordance with the College's Record of Processing Activities (ROPA). If further information is required, or if no data is held, you will be informed. Under UK GDPR, organisations may withhold personal data where disclosure would adversely affect the rights and freedoms of others. Where applicable, data will be provided securely (e.g. encrypted file or secure online repository). Access instructions and any required passwords will be provided separately. Files may be deleted after 30 days of availability.

Please return this form to dataprotection@spc.ox.ac.uk

SAR Form: Section 1

If you are the data subject, please complete this section by filling in your details (the data subject). If you are NOT the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and then complete Section 2.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____
Surname:
Date of birth:
Address:
Post Code:
Previous Address:
Post Code:
Phone number(s):
Preferred method of receipt for data: <input type="checkbox"/> Online (details sent via email – please provide email below) <input type="checkbox"/> Post (to my address) Email address:
Proof of identity (please provide at least two): <input type="checkbox"/> Birth certificate <input type="checkbox"/> Driving licence <input type="checkbox"/> Passport <input type="checkbox"/> Official letter <input type="checkbox"/> I am already known to the College and wish to verify my identity another way If none of these are available, please contact: dataprotection@spc.ox.ac.uk for advice.
Indicate your relationship with the College below (e.g. student, staff, Fellow, alumni):
If you are requesting specific records or types of personal data, please provide details below to help us identify and narrow the scope of your request. Details:

SAR Form: Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject). If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____
Surname:
Date of birth:
Address: Post Code:
Previous Address: Post Code:
Phone number(s):
Preferred method of receipt for data: <input type="checkbox"/> Online (details sent via email – please provide email below) <input type="checkbox"/> Post (to my address) Email address:
Proof of identity (please provide at least two): <input type="checkbox"/> Birth certificate <input type="checkbox"/> Driving licence <input type="checkbox"/> Passport <input type="checkbox"/> Official letter <input type="checkbox"/> I am already known to the College and wish to verify my identity another way If none of these are available, please contact: dataprotection@spc.ox.ac.uk for advice.

What is your relationship to the data subject? (e.g. parent, carer, legal representative)
Proof of authorisation: <input type="checkbox"/> Letter of authority <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Evidence of parental responsibility <input type="checkbox"/> Other (details):

SAR Form: Section 3

Please complete this section.

Data Subject Declaration: I certify that the information provided is correct and that I am the person to whom it relates. I understand that St Peter's College may need to verify my identity and request further information.	
Name:	
Signature:	Date:
OR	
Authorised Person Declaration (if applicable): I confirm that I am legally authorised to act on behalf of the data subject. I understand that St Peter's College may need to verify identity and request further information.	
Name:	
Signature:	Date:

INTERNAL USE ONLY

SAR ID Number _____