



**Queens' College,  
Cambridge  
CB3 9ET**

**Telephone: 01223 335511**

### **Access to Personal Data Request Form**

If you wish to make a “data subject access request” pursuant to the Data Protection Act 1998, you should do the following:

1. First, fill in all the relevant sections on the attached form, including explanation if necessary as to the personal data that you are requesting.
2. Then hand or send in this form to the College at Queens' College, Silver Street, Cambridge, CB3 9ET, marked for the attention of the College's Data Protection Officer, Dr Laurence Tiley, together with:
  - an administration fee of £10 (personal cheque, banker's draft, building society, cheque or postal order; please do not send cash through the post); and
  - a copy of proof of identification. Acceptable proofs of personal identification includes a copy of your driving licence; a copy of your birth certificate or a copy of your passport with the relevant pages showing your name, the passport number and photograph.
3. The Data Protection Officer will issue a letter of acknowledgement on receiving your request and will begin to process the request as soon as adequate information has been provided by you in order to identify the personal data required, there is acceptable proof of your identification and the College has received the administration fee from cleared funds where appropriate.
4. The College will normally respond to your request within 40 days (including bank holidays and weekends) of the request or payment of the fee, whichever is the later.

The College requires proof of identification because it has a legal duty to ensure that personal data is only disclosed to those entitled to have access, usually only the data subjects themselves. Failure to provide adequate information to facilitate a data subject access request search and/or failure to pay the application fee will result in a delay to the processing of your application.

There may be circumstances in which the College is not obliged to supply certain information to you in accordance with the exemptions from disclosure under the Data Protection Act 1998.

The Data Protection Act 1998 applies to personal data held in both automated and hard copy form. Please refer to the College's Data Protection Policy or speak to the College's Data Protection Officer for further information.

**Queens' College**

**Access to Personal Data Request Form**

I would like copies of personal data held about me, in so far as the information is governed by the Data Protection Act 1998, in the categories set out in this form:

Family name:	First name(s):
Date of birth:	Student identification number (if applicable):
Term time or permanent address:	
Address during vacations (if applicable):	

Type / Source of record	Please tick as appropriate
Student admissions record from the Senior Tutor	
Student tutorial records from the Senior Tutor	
Student disciplinary records	
Student records held by academic staff (please specify staff members below)	
Computing records (please specify which data base below)	
Financial records (students) held by the Senior Bursar	
Financial records (Fellows)	
Personnel records in respect of Fellows	
Personnel records in respect of employed staff of the College	
Tenancy records of College properties	
Suppliers of goods and services records	
Medical records	
CCTV – please give details of camera, date and times below	
Other – please specify	

Further details – please complete with any relevant information that may assist the College in locating the personal data requested:

.....  
 .....  
 .....  
 .....

Signed by data subject:..... Date:.....

**College use only:**

Date form received:..... Adequate personal identification:.....

Administration fee:..... Adequate identification of data:.....

Signed: ..... Date:.....