

SUBJECT ACCESS REQUEST FORM

1. Your details

Full name:
Email address:
DOB:
Student ID number (if applicable):

2. Is the Subject Access Request about:

Yourself?

If you are the data subject, please supply evidence of your identity e.g. scan of your registration card, driving licence, passport, birth certificate.

Someone else on your behalf?

If you are acting on behalf of someone else, please complete the Form of Authority (Appendix A) and supply evidence of the data subject's identity i.e. scan of their driving licence, passport, national identity card. Note that we must be able to compare signatures between the Form of Authority and the identification document and may carry out additional checks to ascertain the legitimacy of the request.

3. What personal data are you requesting?

For information about what personal data the University processes about you, for what purposes and under which lawful basis, please read our [Student Privacy Notice](#).

Depending on your personal circumstances, the University may process and store a significant amount of personal data relating to you as a data subject. In order to deal with your query efficiently and to provide this information to you in an easily accessible format, please use Section 1 to request specific documentation or Section 2 if you are unsure of what it is you are requesting or would like a copy of everything. Please send your request to information.governance@canterbury.ac.uk

Once we have received your request, we will acknowledge receipt. We have one calendar month to comply with your request. If we deem your request to be complex, we will write to you within one calendar month to explain why we have deemed it complex and to let you know by how long we are extending our response time (maximum being an additional two calendar months).

SECTION 1 – Specific documentation request

Please clarify below what it is that you request from us. Please note that your request is for a copy of your personal data NOT for a copy of the documentation where your personal data appears.

Format of documentation	Description of documentation	Sender – Recipients (like emails between 'A' and 'B')	Date range	Other relevant information	Ref No [for Information Governance team]
<i>i.e Email</i>	<i>Emails about requesting support from my PAT</i>	Rosie.Smith@canterbury.ac.uk and myself	<i>February 2023 to March 2023</i>		
<i>i.e Notes</i>	<i>All notes regarding my meeting with my PAT about requesting support</i>	<i>Rosie Smith and myself</i>	<i>February 2023 to March 2023</i>	<i>The meeting was held on February 15th, 2023</i>	

SECTION 2 – Request for everything or unsure of what to request

In order to help you clarify your request, we have broken down the information we hold about you into 4 sections.

1. **Communications:** It covers all emails and MS Team messages where your personal data appears. We will request IT to search across all University departments and faculties. If possible, please provide us with details in the Communications section of what it is that you require.

We hold 3 different “student records” which each hold different type of information relating to you. Please tick below which information you would like access to within each record. You can tick boxes across all three types of records within one request.

2. **Administrative student record:** This record will have your personal data linked to Registry Services, Finance, Health & Safety, Security, Accommodation, IT, Marketing and Sports Centre.
3. **Academic student record:** This record will have your personal data linked to the school and faculty you are studying with, ELT (Education, Learning and Teaching which is Blackboard, Turnitin etc), Library Services, Graduation, Graduate Futures (including Alumni).
4. **Support and procedures student record:** This record will have your personal data linked to Student Wellbeing, Community and Belonging and Student Resolution and Student Protection

Communications (Emails and MS team)					
Format	Description	Sender – Recipients (like emails between ‘A’ and ‘B’)	Date range	Other relevant information	Ref No [for Information Governance team]
<i>i.e Email</i>	<i>Emails about requesting support from my PAT</i>	Rosie.Smith@canterbury.ac.uk and myself	February 2023 to March 2023		

Administrative student record					
Department holding your personal data	The data they hold (purpose) if applicable:	PLEASE TICK if you would like a copy of your personal data	Date range	Other relevant information	Ref No [for Information Governance team]
Registry Services	- Registration data (your SITS record)	<input type="checkbox"/>			
	- Personalised timetable	<input type="checkbox"/>			
	- Attendance data	<input type="checkbox"/>			
	- Progress data including Certification	<input type="checkbox"/>			

	- Exceptional Circumstances requests	<input type="checkbox"/>			
	- SmartCard record (delivery, monitoring)	<input type="checkbox"/>			
Finance	- Administration of payments due and received by you/to you including fees, rent, debt collection, scholarship and bursaries	<input type="checkbox"/>			
Health & Safety	- Record of accidents, incidents and near misses reporting and investigations	<input type="checkbox"/>			
Security	- Record of security incident reporting and investigations	<input type="checkbox"/>			
Estates & Facilities	- Managing your student accommodation	<input type="checkbox"/>			
	- Managing your car parking permit	<input type="checkbox"/>			
IT	- To provide you with IT services	<input type="checkbox"/>			
	- Management of provision of IT services to you	<input type="checkbox"/>			
Marketing	- Recruitment	<input type="checkbox"/>			
	- Arranging for the issue of a CAS if you are applying for a student (formerly Tier 4) visa and communicating with the UKVI over immigration status.	<input type="checkbox"/>			
	- DBS checks	<input type="checkbox"/>			
	- Social Media usage	<input type="checkbox"/>			
	- Market Research Survey	<input type="checkbox"/>			
	- Prize Draw winners	<input type="checkbox"/>			
	- Participation in Outreach events	<input type="checkbox"/>			
Sport & Active Health	- Managing access and membership to sporting facilities	<input type="checkbox"/>			

Department holding your personal data	The data they hold (purpose) if applicable:	PLEASE TICK if you would like a copy of your personal data	Date range	Other relevant information	Ref No [for Information Governance team]
School/faculty you study with	We will search for any documentation including notes, minutes, recording where your personal data appears within your School/Faculty. If you require only specific documentation from your School/Faculty, please specify in Section 1 what it is that you are requesting.	<input type="checkbox"/>			
Education, Learning and Teaching	- Provision of core learning and teaching. Your personal data held in Blackboard, PebblePad and ReCap	<input type="checkbox"/>			
	- Your assessments and examinations held in Turnitin (<i>note that this request will be forwarded to Education, Learning and Teaching</i>)	<input type="checkbox"/>			
Library and Learning Resources	- i-zone enquiries and management of your enquiries	<input type="checkbox"/>			
	- Library access (print and digital)	<input type="checkbox"/>			
	- Library fees management	<input type="checkbox"/>			
	- Books, ebooks and publications purchase request	<input type="checkbox"/>			
	- Learning skills booking and tutorial delivery	<input type="checkbox"/>			
	- Library tour booking	<input type="checkbox"/>			
Graduation	- Inviting you to Graduation	<input type="checkbox"/>			
	- Gown hire	<input type="checkbox"/>			
	- Professional photography booking	<input type="checkbox"/>			
Graduate futures	- Career development advice	<input type="checkbox"/>			
	- Fundraising	<input type="checkbox"/>			

	- Alumni relations including volunteering, event attendance, campaigns and fundraising donation	<input type="checkbox"/>			
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Support and procedures student record

Department holding your personal data	The data they hold (purpose) if applicable:	PLEASE TICK if you would like a copy of your personal data	Date range	Other relevant information	Ref No [for Information Governance team]
Student Wellbeing, Community and Belonging	- Record about your educational needs including Learning Support Plan and evidence to support LSP	<input type="checkbox"/>			
	- Record about your disability/accessibility needs and Learning Support plans	<input type="checkbox"/>			
	- Records of contact made with the Student Support and Wellbeing team including copies of what was discussed, referrals, notes made, record of meetings, copies of documentation you may have shared etc	<input type="checkbox"/>			
Student Protection and Student Resolution	- Record about complaints including evidence, investigation and outcome	<input type="checkbox"/>			
	- Disciplinary actions record	<input type="checkbox"/>			
	- Appeals record	<input type="checkbox"/>			
	- Safeguarding record including copies of any safeguarding concerns you may have disclosed or safeguarding concerns made on your behalf including evidence, records of meetings, copies of documentation you may have shared etc	<input type="checkbox"/>			

Form of Authority

Third-Party Subject Access Request



Name: **Student ID number (if applicable):**

Address:

I, [enter authorizer's name], hereby authorize [enter requestor's name] to make a Subject Access Request on my behalf for the following personal data:

1. [please enter specifics and/or delete as appropriate]
2. [please enter specifics and/or delete as appropriate]
3. [please enter specifics and/or delete as appropriate]
4. [please enter specifics and/or delete as appropriate]

I understand that by providing such consent, Canterbury Christ Church University may provide a copy of my personal information to the above-named requestor and I confirm that I agree for a copy to be provided to them.

I understand that I have only provided consent for the release of a copy of my personal data as requested above.

I have enclosed a copy of my passport/driving licence/national ID card [amend as appropriate] to confirm my identity.

Signed: **Date:**

Please note:

- We only accept form signed with a handwritten signature or a manual e-signature.
- Please include a copy of your identification document with your signature visible.
- Return the completed form to information.governance@canterbury.ac.uk