**General Data Protection Regulations 2016 – YUSU Subject Access Request Form**

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf.

Please complete this form if you wish to see your data. You will also need to provide **proof of your identity.** Your request will be processed within 30 calendar days upon receipt of a fully completed form.

**Proof of identity:**

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

**Administration fee:**

YUSU does not to charge for Subject Access Requests.

**Section 1**

Please fill 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 not your own.

|  |
| --- |
| Title: Mr Mrs  Miss  Other  (give detail): |
| Surname/Family Name: |
| First Name(s)/Forenames: |
| Date of Birth: |
| Address:  Postcode: |
| Previous Address:  Postcode: |
| Daytime Telephone Number: |

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| I am enclosing the following copies as proof of identity:  Birth Certificate Driving Licence  Passport  Official letter to my address |
| If none of these are available please contact YUSU for advice on 01904 323724 |

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| **Personal Information:**  If you only want to know what is held in specific records please indicate in the box below.  Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know exact dates please give the year (s) that you think may be relevant.  Union Membership  Sport Club  Society  Administration  Other |
| **Details:** |
| Employment  If you are now, or have been employed by YUSU and are seeking personal information in relation to your employment please provide details of your staff number/dates of employment.  **Details:** |

**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 Mrs  Miss  Other  (give detail): |
| Surname/Family Name: |
| First Name(s)/Forenames: |
| Date of Birth: |
| Address:  Postcode: |
| Previous Address:  Postcode: |
| Daytime Telephone Number: |

**Please provide proof of identity as detailed in Section 1.**

|  |
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| I am enclosing the following copies as proof of identity:  Birth Certificate Driving Licence  Passport  Official letter to my address |
| If none of these are available please contact YUSU for advice on 01904 320000 |

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| --- |
| I am enclosing the following copy as proof of legal authorisation to act on the behalf of the data subject.  Letter of authority  Lasting or Enduring Power of Attorney  Evidence of parental responsibility  Other (give details): |
| Data Subject Declaration:  I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that YUSU is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| Name: |
| Signature: Date: |

**Or:**

|  |
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| A**uthorised person – Declaration (if applicable):**  I confirm that I am legally authorised to act on behalf of the data subject. I understand that YUSU is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| Name: |
| Signature: Date: |
| Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution. |
| **I wish to:**  Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD format)  Receive the information by post\*  Collect the information in person  View a copy of the information only  Go through the information with a member of staff  \*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'. |

**Please send or bring your completed form and proof of identity to:**

**The Data Protection Officer**

**University Of York Students Union**

**The Student Centre**

**James College**

**Newton Way**

**Heslington**

**York**

**North Yorkshire**

**YO10 5DD**

**Or email: dataprotection@yusu.org**