LANCASTER UNIVERSITY

### SUBJECT ACCESS REQUEST FORM

1. **Details of the person requesting the information.**

Full name ……………………………………………………………………………………….

Address …………………………………………………………………………………………

………………………………………………………………………………………………….

Telephone number ……………………………………. Fax Number …………………………

Email …………………………………….

1. **Are you the Data Subject?**

YES if you are the Data Subject please supply evidence of your identity i.e. driving licence birth certificate (or photocopy) and a stamped addressed envelope for returning the document (please go to question 5).

No are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4)

1. **Details of the Data Subject (if different to 1.)**

Full name ……………………………………………………………………………………….

Address …………………………………………………………………………………………

………………………………………………………………………………………………….

Telephone number ……………………………………. Fax Number …………………………

Email …………………………………….

**4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.**

1. **Please describe the information you seek together with any other relevant information. This will help to identify the information you require.**