General Data Protection Regulation (GDPR)

Data Subject Access Request Form

This form is to be used by individuals who wish to find out what information, if any, the Russell Group is holding or is processing that relates to them. **Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.** There is a guide to assist you in filling in this form on page 5.

The completed application for access to information must be sent to the Person Responsible for Data Protection (PRDP) at [prdp@russellgroup.ac.uk](mailto:prdp@russellgroup.ac.uk)*.* If you have any questions, please email us or call 020 3816 1300.

The information requested below will help the Russell Group (a) satisfy itself as to your identity and (b) find any data held about you. Please use BLOCK letters and BLACK ink if completing by hand.

**Section 1 – About yourself** *[See note* ***5*** *on page 5]*

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Mr, Mrs etc) |  | Date of Birth |  |
| First Names |  | | |
| Maiden/Former surnames |  | | |
| Telephone Number (Day) |  | | |
| Email address |  | | |
| Home Address |  | | |
|  |  | | |
|  |  | | |
| Post Code |  | | |

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and/or address(es) below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name 1 |  | | | |
| From (Date): |  | To (Date): |  |
| Name 2 |  | | | |
| From (Date) |  | To (Date) |  |
| Address 1 |  | | | |
|  | | Post Code |  |
| From (Date) |  | To (Date) |  |
| Address 2 |  | | | |
|  | | Post Code |  |
| From (Date) |  | To (Date) |  |
| Address 3 |  | | | |
|  | | Post Code |  |
| From (Date) |  | To (Date) |  |
| Address 4 |  | | | |
|  | | Post Code |  |
| From (Date) |  | To (Date) |  |

**Section 2 – Proof of identity** *[See note* ***6*** *on page 6]*

|  |  |  |  |
| --- | --- | --- | --- |
| To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:   1. Confirmation of name:  * Full driving licence\*, passport, birth certificate.  1. Confirmation of name and address:  * Full driving licence\*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it MUST show your name and address).   *\* Complete copy of both parts of your full (not provisional) driving licence will be sufficient for both categories.* | | | |
| **I am providing the following types of identification:** | | | |
| **(a)** |  | **(b)** |  |

**Section 3 – Helping us to find the information** *[See note* ***7*** *on page 6]*

Please use the space below to provide further details that may help to locate the information sought. For example, specific documents or information that you are seeking; the name of the person in the Russell Group who may have created or had access to the information; and any relevant time periods.

|  |
| --- |
|  |

**Section 4 – Declaration** *[See note* ***8*** *on page 6]*

**Declaration** (to be signed by the applicant)

**The information that I have supplied in this application is correct, and I am the person to whom it relates.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Warning – attempting to obtain personal data to which you are not entitled to may be an offence under the Data Protection Act 2018.**

**Your Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Is your contact information correct? |  | Have you signed the form? |  |
| Have you enclosed acceptable identification? |  | Have you completed all the sections? |  |
| Have you provided information to assist us in identifying and finding the information? | | |  |

When you have completed the form, please send it together with your proof of identity to:

**The Russell Group**

**Kett House**

**Station Road**

**Cambridge**

**CB1 2JY**

***Russell Group Checklist (for RG use only)***

|  |  |  |  |
| --- | --- | --- | --- |
| *Date Application Rec’d* |  | *Application Signed* | *Yes / No* |
| *Identification (a) – Details* |  | *Application Complete* | *Yes / No* |
| *Identification (b) – Details* |  | *ID Info provided* | *Yes / No* |
| *Original Docs. Returned* |  |  |  |
| *Identification checked* |  | *Checked by (PRDP)* |  |

**Guide to making a Subject Access Request**

# Introduction

For further advice on completing the form, please telephone the Russell Group on 020 3816 1300 or email [prdp@russellgroup.ac.uk](mailto:prdp@russellgroup.ac.uk). **Completion of the form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.**

Details of the Data Protection Act 2018 are available from the Information Commissioner’s Office <https://ico.org.uk/>.

# Your Rights

Subject to certain exemptions, individuals have a right to gain access to information the Russell Group holds about them. This includes receiving a copy of the data being held.

# The Russell Group’s Rights

Where an exemption is available under the Act, the Russell Group may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to:

* 1. the prevention or detection of crime;
  2. the apprehension or prosecution of offenders; or
  3. where disclosing information might cause serious harm to the physical or mental health of the data subject or another individual

We are not required to tell you whether any exemptions have been applied to any information that we may provide, or whether any information has been withheld or the reason for the withholding of any information.

# Processing by the Russell Group

Applications will be processed promptly, but in any event an acknowledgement will be made within one month from the date that we accept the properly completed application along with your proof of identity. Our aim is to complete our searches and respond to your request within three months of this date.

An application will not be accepted or processed unless the application is submitted correctly with all relevant information provided, including proof of identity.

**Completing the application form**

# Section 1 – About Yourself

Please complete this section as fully as possible to help us find the information you require and to confirm your identity (see Note 6).

For your protection, any correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the email address or the home address that you provide on the form.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' registered offices.

# Section 2 – Proof of identity

The Russell Group will only be able to provide the information relating to you ifwe have verified your identity and are satisfied that you are entitled to the information. We require you to provide us with reasonable proof of your identity, examples of which are listed in Section 2 of the form. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

The Russell Group does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information the Russell Group holds about you may identify another person, you may wish to obtain that person’s written consent (to you being given their information). That should be submitted to us with this application, along with their proof of identity (to the same standard as is required for yourself). We may contact them direct to verify this.

# Section 3 – Helping us to find the information

To assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (e.g. who in the Russell Group was/might be dealing with the matter).

# Section 4 – Declaration

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in Section 1 and will not process any application unless it has been signed and dated.

**Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act 2018.**

Last updated: 17 August 2018