



## Guidance for Making a Subject Access Request

Section 7 of the Data Protection Act 1998 states that a 'data subject' (the person about whom the personal data refers) who makes a written request is entitled to be informed whether or not personal data is held or processed about them and to have a right of access to any such data, subject to certain exemptions. These rights are known as 'subject access rights' and they are limited to information held by QAA **about you**.

If you are making a subject access request on behalf of someone else you will need to obtain authority from the data subject before personal data can be released. You must obtain the data subject's signature on QAA's Subject Access Request Form (below, section 3), or provide a separate note of authority. This must be an original signature, so if you are using the form you will need to print and scan or return a hard copy.

If you wish to make a subject access request please contact us online: [www.qaa.ac.uk/contact-us](http://www.qaa.ac.uk/contact-us) or write to:

Information and Records Manager  
The Quality Assurance Agency for Higher Education  
Southgate House, Southgate Street, Gloucester GL1 1UB

Although it is not a requirement to submit your request via QAA's Subject Access Request Form, you may find it helpful to do so.

To process a subject access request under the Data Protection Act, QAA also requires:

- A cheque for £10 payable to QAA, sent to the address above.
- Proof of the identity of the data subject. In order to prevent personal data being released to anyone other than the data subject we require a copy (photocopy, scan or photograph) of an official document confirming your identity and confirmation of your current address (one from List A and one from List B below). If you are making a subject access request on behalf of someone else, we require this proof of identity for **them**. Please do not send original documents.

List A (provide one from below)	List B (plus one from below)
Passport/travel document	Utility bill showing current home address
Photo driving license	Bank statement
National identity card	Building society statement/book
Birth certificate	

You will receive confirmation when these items are received by QAA.

QAA may also need to contact you for confirmation or clarification of the information you are seeking, and to agree a secure method to transmit your personal data to you.

When QAA has your request, the fee and proof of your identity, the process to provide you with information can take up to 40 days (the legislative time allowed).

If you have questions about making a subject access request please use the contact information above.



## Subject Access Request Form

Please read *Guidance for Making a Subject Access Request* before completing this form

**NOTE:** this is not a mandatory form. Subject access requests submitted by post or email will also be accepted but use of this form may speed up the process

### 1. Details of person requesting information

Full name .....

Address .....

.....

Postcode ..... Tel No .....

Email .....

### 2. Are you the data subject?

YES, I am requesting data about myself  
**please complete sections 4-6**

NO, I am acting on behalf of the data subject  
**please complete sections 3-6**

**3. Details of the data subject (if different to 1.)**

Full Name .....

Address .....

.....

Postcode ..... Tel No .....

Email .....

**Authority to release information to a representative**

I hereby give my authority for the representative named in section 1 of this form to make a subject access request on my behalf under the Data Protection Act 1998.

Signature of data subject .....

Date .....

**The data subject's signature must be original so this form must be printed on completion and signed, then posted/scanned and emailed to the address in section 6**

**4. Proof of the data subject's identity**

In order to prove the data subject's identity, QAA requires two pieces of identification, one from list A and one from list B. Please tick the box next to the documents you are supplying. **Please do not send originals.**

**List A (provide one from below)**

**List B (plus one from below)**

<input type="checkbox"/>	Passport/travel document	<input type="checkbox"/>	Utility bill showing current home address
<input type="checkbox"/>	Photo driving license	<input type="checkbox"/>	Bank statement
<input type="checkbox"/>	National identity card	<input type="checkbox"/>	Building society book
<input type="checkbox"/>	Birth certificate	<input type="checkbox"/>	

**5. Details of the data required**

Please tick the box next to the data type that you require.  
You may tick more than one box.

<input type="checkbox"/>	All personal data held on me/the data subject
<input type="checkbox"/>	Specific data/records only (please explain in the 'further details' box below)
<input type="checkbox"/>	Specific dates only (please explain in the 'further details' box below)

**Further details of information requested**

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

***QAA is allowed to charge for each application. The current fee is £10.***

**6. Declaration - to be completed by all applicants**

I ....., certify that the information given on this application form to the Quality Assurance Agency for Higher Education (QAA) is true.

I understand that it is necessary for QAA to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

I also understand that the period of 40 calendar days in which QAA must respond to the request will commence only when they are satisfied with the documentation sent and fee paid.

Signature ..... Date .....

Please return the completed form to Information and Records Manager,  
The Quality Assurance Agency for Higher Education, Southgate House, Southgate Street,  
Gloucester, GL1 1UB.

Documents which must accompany this application:

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- The fee of £10 (cheques to be made payable to 'The Quality Assurance Agency for Higher Education')

**For office use only**

<b>Date the form was received</b>	
<b>ID has been checked</b>	
<b>Fee has been paid</b>	
<b>Additional information requested</b>	
<b>Date SAR response sent</b>	