

THE UNIVERSITY OF LEEDS

Data Protection Act 1998

Request form for access to personal information

I, _____ [insert full name, student identity number and date of birth or payroll number] wish to have access to

1. *Either*, data that the University of Leeds has about me in one or more of the following categories:

- (a) data relating to application(s) for employment, staff review or career progression (e.g. in connection with application(s) for promotion); []
- (b) academic or employment-related references; []
- (c) any other statement of opinion about my abilities or performance not included in (a) or (b) above; []
- (d) health and medical matters; []
- (e) disciplinary matters; []
- (f) academic marks or course details; []
- (g) other information (please specify below). []

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2. *Or*, all the data that the University of Leeds currently has about me, either as part of an automated system or part of a relevant filing system. []

[Please tick as appropriate]

I understand that a fee of £10.00 is payable (1), and this is enclosed, together with my birth certificate/driving licence/passport/library card/NUS card/staff identity card/other (please specify) as proof of identity (2).

Signed: _____ Dated: _____

Address for correspondence:

Upon completion, please forward this form to:

Rebecca Messenger
Room 11/72, E C Stoner Building
University of Leeds
LS2 9JT

Please note that the University may take up to 40 days to provide personal data.

(1) Cheques should be made payable to the University of Leeds.

(2) Original documents required