

**THE UNIVERSITY OF LEEDS**  
**Data Protection Act 2018**

**Request form for access to my personal data**

**Part A. Please enter your details.**

<b>Name:</b>	
<b>Student ID/staff payroll number (if applicable):</b>	
<b>Address for correspondence:</b>	
<b>Email address:</b>	
<b>Enclosed original ID documentation (e.g. birth certificate/driving licence/passport/library card/NUS card/staff ID)</b>	

**Part B. Please provide details of the information that you require, with reference to relevant individuals\*/faculties/services and associated timeframes. You may also want to limit the field of interest in order to expedite the search.**

**\*Note that any individual named may be contacted directly for your information.**

<b>Individual/Faculty/Service</b>	<b>Time frame</b>	<b>Field of interest (if applicable)</b>
<i>(e.g. Departmental HR file)</i>	<i>(1 May 2010 – 1 June 2011)</i>	<i>(Application for promotion)</i>
<i>(e.g. emails sent by Professor A.N.Other)</i>	<i>(1 December 2011 - 20 February 2012)</i>	<i>(Feedback on essay for Module 101a)</i>

(Continue overleaf if necessary.)

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In accordance with the Data Protection Act 2018, you do have certain other rights under subject access. If you would like further information please contact Rebecca Messenger-Clark (DSAR@leeds.ac.uk, 0113 343 3746)

Part C. Declaration.

I am the person named in Part A of this document and request that the University of Leeds provide me with a copy of my personal data, as described in Part B of this document.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Upon completion, please forward this form, together with an original form of identification to:**

Rebecca Messenger-Clark  
11.72, E C Stoner Building  
University of Leeds  
LS2 9JT

**Please note that the University may take up to a calendar month to provide personal data.**