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**Subject Access Request (SAR) Form**

**About**

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to receive your data. You will also need to provide proof of your identity unless you are already known to the College. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

**Proof of identity**

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change. If you are already known to the College we may be able to offer an alternative process.

**Administration fee**

Wolfson College’s policy is not to charge for Subject Access Requests, unless it is manifestly unfounded or excessive, particularly if it is repetitive. You will be informed if this is the case, on receipt of the form.

**Controls surrounding the SAR process**

When this form has been received by Wolfson College the information submitted will be recorded in a log and retained for the length of time described in the Record of Processing Activity (ROPA) appropriate to your category of membership. When the SAR is verified, other information is required, or if the SAR returns no data then the requestor and/or agent will be informed. Under the GDPR, organisations can withhold personal data if disclosing it would 'adversely affect the rights and freedoms of others; the requestor and/or agent will be informed. If the SAR is verified, the data will be provided in an encrypted file and sent to the subjects address via either recorded mail or placed into an online repository, together with a phone number for the College Secretary/DPO. The subject will be required to call the College Secretary/DPO for the decryption password. Wolfson College will delete the file after 30 days of being made available.

Please see form overleaf and return to [dpo@wolfson.ox.ac.uk](mailto:dpo@wolfson.ox.ac.uk)

**SAR Form: Section 1**

If you are the data subject, please complete this section by filling in your details (the data subject). If you are NOT the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and then complete Section 2.

|  |
| --- |
| Title: Mr 0 Mrs 0 Ms 0 Miss 0 Other \_\_\_\_ |
| Surname / Last Name / Family Name: |
| Date of birth: |
| Address:  Post Code: |
| Previous Address:  Post Code: |
| Day-time telephone number(s): |
| Preferred method of receipt for data:  Online (details sent via email) 0 - please supply an email address below  To my address 0 |
| I am enclosing the following copies as proof of identity (you must supply at least two items from this list):  Birth certificate 0 Driving licence 0 Passport 0 An official letter to my address 0  OR I am already known to the College and wish to verify my identity in another way 0 |
| *If none of these are available please email* [*dpo@wolfson.ox.ac.uk*](mailto:dpo@wolfson.ox.ac.uk) *for advice.* |
| If you only want to know what information is held in specific records please indicate in the “Details” box below. Please let us know in what capacity your involvement in the College is/was based, such as student, staff, Fellow, member of Common Room, visitor, etc. |
| Details: |

**SAR Form: Section 2**

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject). If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

|  |
| --- |
| Title: Mr 0 Mrs 0 Ms 0 Miss 0 Other \_\_\_\_ |
| Surname / Last Name / Family Name: |
| Date of birth: |
| Address:  Post Code: |
| Previous Address:  Post Code: |
| Day-time telephone number(s): |
| Preferred method of receipt for data:  Online (details sent via email) 0 - please supply an email address below  To my address 0 |
| I am enclosing the following copies as proof of identity (you must supply at least two items from this list):  Birth certificate 0 Driving licence 0 Passport 0 An official letter to my address 0 |
| *If none of these are available please email* [*dpo@wolfson.ox.ac.uk*](mailto:dpo@wolfson.ox.ac.uk) *for advice.* |
| What is your relationship to the data subject? (e.g. parent, carer, legal representative) |
| I am enclosing the following copies as proof of legal authorization to act on behalf of the data subject:  Letter of authority 0 Lasting or Enduring Power of Attorney 0 Evidence of parental responsibility 0  Other (give details): |

**SAR Form: Section 3**

Please complete this section.

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| Data Subject Declaration:  I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Wolfson College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. | |
| Name: | |
| Signature: | Date: |
| **OR** | |
| Authorised Person Declaration (if applicable):  I confirm that I am legally authorised to act on behalf of the data subject. I understand that Wolfson College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. | |
| Name: | |
| Signature: | Date: |

**INTERNAL USE ONLY**

SAR ID Number \_\_\_\_\_\_\_\_\_\_\_\_