# Right to Information Request form

**Information**

Please fill out the form below and post or email it to the Data Protection Officer at the Students’ Union University of Greenwich. Contact details are given at the bottom of the form.

Alongside the form, **please enclose legible copies of two forms of identification - one photo ID with your date of birth** (e.g. passport, driving license) **and one proof of address** (e.g. bank statement, recent utilities bill or council tax bill).

If your name has changed since we may have held your data, please also enclose a copy of proof for your name change (e.g. marriage certificate, deed poll).

If you are now, or have been employed by the SU and are seeking personal information in relation to your employment please provide details of your role, department you worked in, and dates of employment.

Once we receive your request, we will log it on our request register, recording the details you have submitted and the copies of identification sent through. These will be kept in secure digital folders and storage, accessible by the Data Protection Officer and their team only. Once we administer and close your request, we will destroy copies of your identification.

**Form**

|  |  |
| --- | --- |
| **Name ( in block capitals)** |  |
| **Date of Birth** |  |
| **Student/Staff ID number (if appropriate)** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone number** |  |

I wish to have access to Personal Data that the Students’ Union University of Greenwich has about me in the following categories (please tick as appropriate):

[ ] Personal details including name, address, date of birth etc.

[ ] Details given/held during a recruitment process

[ ] Details given/held during employment

[ ] Details about advice/support given to me as a student

[ ] Disciplinary records

[ ] Other information (please specify, and try to indicate where in the SU it might be held)

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I wish to:

[ ] Receive the information in electronic format

[ ] Receive the information by post\*

[ ] Collect the information in person

*\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.*

**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 the Students’ Union is obliged to confirm proof of identity as part of this process and it may be necessary to obtain further information in order to comply with this request.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send your completed form and proof of identity to:**

Email - sucompliance@gre.ac.uk

Post - Data Protection Officer, Students’ Union University of Greenwich, Cooper Building, King William Walk, Greenwich, SE10 9JH.