

**Personal data request form**

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| **1. Details of person requesting the information** |
| **Full name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |
| **2. Are you the data subject?** (please tick) |
| Yes | If you are the data subject please note that we may need further information from you to verify your identity and if this is the case, we will explain to you exactly what we require. (**Please go to 5**.) |
| No | Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed. (**Please complete 3 and 4**.) |
| **3. Details of the data subject (if different from question 1)** |
| **Full name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |

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| **4. Please describe your relationship with the data subject that leads you to make this request for information on their behalf. We may require further evidence from you to be assured that you are acting on behalf of the data subject.**  |
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| **5. To help us to locate your personal data quickly, please could you provide us with some further details that may include the following:** * **The relevant OfS team(s) or directorate(s) you have interacted with**
* **Any members of staff at the OfS who you have dealt with directly**
* **The context of your dealings with the OfS**
* **The date range your request relates to**
* **Any projects you may have been directly involved with.**

**This will allow us to respond to your request promptly.**  |
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| **Declaration to be completed by all applicants. Please note any attempt to mislead may result in prosecution.** |
| I certify that the information given on this application form to the Office for Students is true. I understand that it may be necessary for the Office for Students 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. |
| **Signature** |  |
| **Print name** |  |
| **Date** |  |
| **Please note:** We aim to reply to your request promptly, and are obliged by statute to provide a response within one month, e.g. if a request and all accompanying information is received on 5 March, we would be required to respond by 5 April. This may be extended by up to two months where a request is complex or there are numerous requests. If this is the case, we will notify you of the extension within the first month and when you can expect a response.  |