

AKU-UK Subject Access Request Form

Section 1: Data Subject's Details
Full Name:
Address:
Email:
Telephone:

Section 2: Requestor's Details
Are you the Data Subject? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' go to Section 4, else complete this section and go to Section 3
Full Name:
Address:
Email:
Telephone:

Section 3: Relationship to Data Subject
I am: <input type="checkbox"/> Parent <input type="checkbox"/> Carer <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other (give details):
I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject: <input type="checkbox"/> Letter of authority <input type="checkbox"/> Evidence of parental responsibility <input type="checkbox"/> Other (give details):

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Section 4: Proof of Identity to prove your identity

Documents supplied as proof:

- Recent Utility Bill (Not older than 3 months)
- Passport or Photo ID Driving License
- Bank Statement
- Others (Specify)

Section 5: Requested Information

Please describe the information you wish to request

Section 6: Required Format

I wish to:

- Receive the information in electronic format
- Receive the information by post
- Collect the information in person
- View a copy of the information only
- Go through the information with a member of staff

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Section 7: Declaration

I, certify that the information given on this application form to AKU-UK is true. I understand that it is necessary for AKU-UK to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information to locate the correct information.

Signed Date

Documents which must accompany this application are:

- i. evidence of your identity
- ii. evidence of the Data Subject's identity (if different from above)
- iii. evidence of Data Subject's consent to disclose to a third party (if required as indicated above)
- iv. stamped addressed envelope for return of proof of identity/authority documents, where appropriate

Please note that AKU-UK reserves the right to obscure or suppress information that relates to other third parties.

Section 8: Office Use

Request Received:

Request Completed:

Notes

Sending this form:

Send completed form to DPO@aku.edu, with 'AKU-UK Subject Access Request Form' in the subject field. Please include any additional information, as necessary.