

Data Protection



Subject Access Request Form

Q5. Please state the area of University records that you want this subject access request to cover. Please be as precise as possible.

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I enclose the following:

Tick ()

- Administrative fee (if applicable) (cheque made payable to the 'University of Bolton')
- Proof of your identity
- Proof of Data Subject's identity (if different from above)
- Written authority of Data Subject's consent to disclose to a third party (if required)
- Stamped addressed envelope for return of proof of identity/authority documents, where required.

Declaration:

I, certify that the information given on this application form is true and accurate. I understand that it is necessary for the University of Bolton to confirm my / Data Subject's identity and that it may be necessary to obtain more detailed information in doing so.

Signed..... Date.....

Please return the completed form to: Data Protection Officer sar@bolton.ac.uk