**Data Protection Act 2018 - Subject Access Request**

Please complete the form below and return it to: Information Governance Officer, Executive Office, King’s Gate, Newcastle University, Newcastle upon Tyne NE1 7RU.

**PART 1. Your Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | | |
| Former Surname:  (if applicable) |  | | |
| Forename(s): |  | | |
| Address: |  | | |
| Telephone number and email address: |  | | |
| Relationship to the University: |  | School or  Section: |  |
| Please provide a description of the requested data, as well as the parts or people within the University that you believe are most likely to hold this data. Continue on a separate page if necessary.  **NB**: Please note that without this, which we reasonably require to locate your data, we are not obliged to comply with your request until we are supplied with that further information. |  | | |

**PART 2. Declaration:**

I am the data subject named in Part 1 of this document and request that Newcastle University provide me with a copy of the personal data of which I am the subject.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_