

Making a subject access request - guidance

Section 7 of the Data Protection Act 1998 states that a "data subject" (the person about whom the personal data refers) is entitled, upon written request, to be informed (subject to certain exemptions) whether or not personal data is held or processed about them and to have a right of access to any such data.

These rights are known as 'subject access' rights and they are limited to information held by QAA **about yourself**.

If you are making a subject access request on behalf of someone else you will need to obtain authority from the data subject before personal data can be released. You must obtain the applicant's signature on the 'Subject access request form' [add link] section 3, or provide a separate note of authority. This must be an original signature, so if you are using the form you will need to print and scan or return a hard copy.

If you wish to make a subject access request please contact

Information and Records Manager
Quality Assurance Agency for Higher Education
Southgate House
Southgate Street
Gloucester
GL1 1UB

Alternatively you can email your request to: dataprotection@qaa.ac.uk.

Although it is not a requirement to submit your request via [QAA's subject access request form](#) you may find it helpful to do so.

To process a subject access request under the Data Protection Act, QAA also requires from you:

- A cheque for £10 payable to QAA, sent to the address above.
- Proof of the identity of the data subject. In order to prevent personal data being released to anyone other than the data subject we require a copy (photocopy, scan or photograph) of an official document confirming your identity and confirmation of your current address (one from List A and one from List B -see table below). If you are making a subject access request on behalf of someone else, we require this proof of identity for **them**. Please do not send original documents.

List A (provide one from below)	List B (plus one from below)
Passport/travel document	Utility bill showing current home address
Photo driving license	Bank statement
National identity card	Building society statement/book
Birth certificate	

You will receive confirmation when these items are received by QAA.

QAA may also need to contact you for confirmation or clarification of the information you are seeking, and to agree a secure method to transmit your personal data to you.

When QAA has your request, the fee and proof of your identity, the process to provide you with information can take up to 40 days (the legislative time allowed).

If you have questions about any aspect of making a subject access request, please do not hesitate to use the contact information above.

Subject access request - form

Please read 'Making a subject access request – guidance before completing this form

NOTE: this is not a mandatory form, subject access requests submitted by post or email will also be accepted but use of this form may speed the process

1. Details of person requesting information

Full Name

Address

.....

Postcode Tel No:

Email:

2. Are you the Data Subject?

YES, I am requesting data about myself
please complete sections 4-6.

NO, I am acting on behalf of the Data Subject
please complete sections 3-6.

3. Details of the Data Subject (if different to 1.)

Full Name

Address

.....

Postcode Tel No:

Email:

Authority to release information to a representative

I hereby give my authority for the representative named in section 1 of this form to make a subject access request on my behalf under the Data Protection Act 1998.

Signature of applicant

Date

The data subject's signature must be original so this form must be printed on completion and signed, then posted/scanned and emailed to the address in section 6

4. Proof of the data subject's identity

In order to prove the data subject's identity QAA requires two pieces of identification, one from list A and one from list B. Please tick the box next to the documents you are supplying. Please do not send originals.

List A (provide one from below) List B (plus one from below)

<input type="checkbox"/>	Passport/travel document	<input type="checkbox"/>	Utility bill showing current home address
<input type="checkbox"/>	Photo driving license	<input type="checkbox"/>	Bank statement
<input type="checkbox"/>	National identity card	<input type="checkbox"/>	Building society book
<input type="checkbox"/>	Birth certificate	<input type="checkbox"/>	

5. Details of the data required

Please tick the box next to the data type that you require.
You may tick more than one box

<input type="checkbox"/>	All personal data held on me/the data subject
<input type="checkbox"/>	Specific data/records only (please explain in the Further Details box below)
<input type="checkbox"/>	Specific dates only (please explain in the Further Details box below)
<input type="checkbox"/>	I want copies of data already sent to me/the data subject
<input type="checkbox"/>	I want copies of data sent in by me/the data subject

Further Details of information requested

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QAA is allowed to charge for each application. The current fee is £10.

6. Declaration – To be completed by all applicants

I, certify that the information given on this application form to the Quality Assurance Agency for Higher Education (QAA) is true.

I understand that it is necessary for QAA 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.

I also understand that the period of 40 calendar days in which QAA must respond to the request will commence only when they are satisfied with the documentation sent and fee paid.

Signature Date

Please return the completed form to Information and Records Manager, The Quality Assurance Agency for Higher Education, Southgate House, Southgate Street, Gloucester, GL1 1UB. Or email it to dataprotection@qaa.ac.uk

Documents which must accompany this application:

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- The fee of £10 (cheques to be made payable to *The Quality Assurance Agency for Higher Education*)

For office use only

Date the form was received	
ID has been checked	
Fee has been paid	
Additional information requested	
Date SAR response sent	